Overstone Park

Fledglings Day Nursery and Pre School

 **Admissions Policy**

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

The EYFS requires providers to maintain records and share information on the safe and efficient management of their provision and ensure the needs of all children are met.

 Nursery/EYFS provision should be open to all children and families regardless of gender**,** sexual orientation, family background, special educational needs, disability, religion or ethnicity. We endeavour to ensure that all sections of the community have access to our school/setting through open and fair policies and procedures which are communicated clearly through our website, written records and verbally during school/EYFS visits.

 Places at our school/setting are allocated in fair and transparent ways through the admissions policy, which is available to all parents/carers and further information is included in later sections of this document.

## 2 Aims and objectives

It is our intention to make our school/setting provision as accessible, fair and transparent as possible for children and families from all sections of the local community. We aim to be inclusive and to avoid any accidental discrimination taking place.

In order to accomplish this, we will:

* ensure the existence of the school/setting is widely known in all local communities. We will place notices advertising the nursery/school in places where all sections of the community can see them, in more than one language if appropriate;
* organise our waiting list arrangements to be as fair as possible to all requiring a place;
* consult with families about the times of the provision to avoid excluding anyone;
* monitor the gender and ethnic background of children joining the nursery to ensure that no accidental discrimination is taking place;
* provide translated written materials where the language needs of families require this;
* where necessary, provide information in Braille or through sign language;
* prominently display our Equality and Inclusion policy;
* endeavour to keep one place vacant in our nursery (pre-school) to accommodate emergency admissions;
* describe the school/setting and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and carers, including childminders and people from all cultural, ethnic, religious and social groups, with and without disabilities;
* where possible be flexible about attendance patterns in our nursery and nursery class at the school to accommodate the needs of individual children providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

**3 Admissions**

**3.1** The admissions policy we have developed is both transparent and inclusive. Copies are prominently displayed in the entrance areas and available freely on request.

**3.2** Children will be offered places so as many children as possible are able to benefit from a nursery experience with appropriate staffing ratios in place.

**3.3** Funded two-year-old places will be offered in line with the current government criteria.

**3.4** Three-year-old children will be offered their full free entitlement once they are eligible for this funding.

**3.5** If there are sufficient places available to meet demand we will offer everyone a place.

**3.6** Children are able to start in the nursery class of our school in the term in which they are three years old subject to the availability of places. (schools only)

**3.7** Children are able to start in the reception class of our school when they are aged four before 1st September of the school academic year that they start in. (schools only)

## 4 Places in the nursery at the school (schools only)

**4.1** Places will be allocated in accordance with demand for the academic year.

**4.2** Parents must inform us immediately if they do not wish to accept our offer of a place.

**4.3** Sessions will be allocated in accordance with parents’ requests and our availability of places.

## 5 Places in the reception class at the school (schools only)

Parents/carers must apply for their child’s place in the reception class at our school by notifying the office even if their child is already attending our nursery or the school.

Parents/carers who do not have use of a computer should contact the office at the school directly to make arrangements to discuss their application further.

**5.1** Parents must inform us immediately if they do not wish to accept our offer of a place.

## 6 Attendance

6.1 The terms below applies to both private funded and government funded hours of

attendance from 1st January 2021.

6.2 The minimum attendance for pupils attending the nursery is 15 hours. This applies to

15 hours and is the equivalent of 4 sessions.

6.3 Any reduction in the agreed attendance for a pupil must be submitted in writing with a

minimum of one term (3 months) notice.

6.4 The session times are as follows:-

 AM session – 8.00am to 12.00pm 4 hours

 PM session – 1.00pm to 5.00pm 5 hours

 Full day – 8.00am to 5.00pm 9 hours.

Due to the need to adhere strictly to the correct staff:pupil ratios which is a statutory

requirement; nursery pupils must attend the nursery at the selected sessions allocated to

them.

Any request for additional hours for private funded nursery pupils will incur an additional

fee.

Any request for government funded nursery pupils that falls outside the allocated funding

hours of 15 hours or 30 hours will also incur an additional fee.

The minimum additional hours that can be requested is one hour.

This will be charged at the rate of £5.00 per hour.

## 7 Monitoring and review

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

 There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**