



## **Admissions Policy**

EYFS- 1.19, 3.34, 3.35, 3.41, 3.65-3.69, 3.78-3.85

*Refer to Special Educational Needs Policy, Nutrition and Food Hygiene Policy, Lunchbox Policy, Payment Policy, EAL Policy, Data Protection and Confidentiality Policy, Security and Collections Policy*

### **Policy Statement**

At All My Friends Barnwood Nursery our aim is to offer a high standard of care and education in a fun, safe and stimulating environment. We care for 70 children between the ages of 3 months and 5 years. The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

From the very first contact that is made, we aim to support parents and carers in making the best childcare decision for their family. Setting Managers are on hand to help parents to book a place, offer support during the settling in period and provide a point of contact during the time their child attends an All My Friends setting.

### **Viewings**

- Nursery viewings can be arranged by appointment with the management team at a time that suits both parties.
- We encourage parents to bring their children when they come to view, and the children may choose to spend time in their age-appropriate group during the visit.
- The visit will include an informal chat with a member of the management team to discuss your child's needs and routines; we encourage parents to ask as many questions as possible to ensure our provision meets all their requirements.
- Prospective parents are welcome to view the setting as often as they wish and parents of children who attend are also able to visit during their child's time with us.

### **Availability of Places**

- All My Friends settings operate a first-come first-served policy for admissions, as long as we are able to meet the needs of the child.
- When we do not have vacancies we operate a waiting list, usually in order of application.
- We may also take any or all of the following factors into account when considering applications, depending on the individual child and the current situation in the setting:
  - Existing balance of needs within the setting and our capacity to meet them (where children require 1:1 support the staffing situation must also be considered).

- Children with siblings already attending (who will still be attending when the child starts at the setting).
  - Children of staff.
  - Looked After Children (LAC) or vulnerable children with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support (please note that we cannot go over legal staff ratios to admit a child in these or any other circumstances).
  - Immediacy of start date (e.g. in a waiting list scenario a child who able to start immediately would be given priority over a child with a later requested start date).
  - Number of hours required.
- We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents. *Refer to Special Educational Needs Policy.*
  - Families are encouraged to discuss the needs of their child with us at the earliest opportunity, to help them choose the best setting for their child.
  - All My Friends' policy is that nursery children should attend a minimum of two Short Day Sessions per week to ensure that the children are with us for sufficient time to settle and for their Key Person to build a strong relationship with them that will enable them to support the child's learning effectively.
  - We offer a limited number of term time only contracts per age group: children who attend term time only must attend a minimum of three short days per week.

## Booking a Space

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

- We are unable to register a child or confirm a nursery place until the completed forms are returned, we have had sight of your child's birth certificate, and payment has been received into the Company's bank account of the registration fee of £50, along with a deposit payment the equivalent of the first month's fees at our current tariff.
- No registration fee is required for those children attending for fully funded nursery places only.
- The deposit payment will be held on your child's account and offset against your first month's invoice.
- The deposit payment is non-refundable should you choose not to take up your child's nursery place, delay your start date or request a reduction in the number of sessions attended.
- With effect from the child's start date, one calendar month's notice is required to amend their attendance pattern.
- We regret that owing to the demand for places we are unable to hold a child's space open beyond the agreed start date unless the fees due during the period until the child's revised

start date are paid as if they were attending. In this event, your child's place will be cancelled and the registration fee and deposit payment will be lost. The space will offered to the next family on our waiting list. Should you require a nursery place in future it will be necessary to repeat the full registration process, including payment of the registration fee and deposit.

## Government funded places

All My Friends Barnwood Nursery is registered to accept government funding and offers the funded places for nine month olds, two and three to five year olds. Places are subject to availability and allocated on a first come, first served basis. Please note government funded nursery education places begin at the start of the term following the birthday on which the child reaches the age to be eligible for that funding.

All funded sessions are now in line with the flexible arrangement as specified by the Government and we offer 15 and 30-hour funded places stretched across the year.

It is parents' responsibility to reconfirm their eligibility for funding via the [childcarechoices.gov.uk](http://childcarechoices.gov.uk) website every three months. We reserve the right to charge our standard session rate should your eligibility not be reconfirmed or funded hours be reduced by Gloucestershire County Council for any reason.

When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

## Settling in

- Upon completion of contracts, children joining nursery will be offered complimentary, short settling-in sessions.
- They will have the opportunity to get to know their key person during this time and gradually become used to being separated from their parent or carer for a short period.
- These short sessions are free of charge and are booked with the management team.
- Parents are invited to stay with their child during the first settling session and discuss their child's care with a member of the management team and the child's key person.
- Our 'Getting to know you' booklet enables the team to understand the children's routines and relate to their life at home.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
25/03/25		01/09/25