

**Admissions**

At Growing Up Green we care for 55 children per day at our Preston Road setting and 60 children per day at our Beaconsfield Villas setting.

**Aim**

We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures.

**Methods**:

In order to achieve this aim, we operate the following admissions policy.

• Ensure that the existence of the nursery is widely known to all local communities. This will include advertising the nursery, when necessary, in places where all sections of the community can see them.

• Describe the nursery and practices in terms that are clear and welcoming to all parents, other relations and carers, including child minders and those with diverse needs, people from all cultural, ethnic and religious and social groups.

* We ensure that information about our nursery is accessible - in written and spoken form. Where necessary, we will try to provide information in Braille, or through signing or an interpreter. We can provide written information in different languages at the request of parent/carers, and verbal information in English and any other languages through contact with EMAS.
* We ask parents/carers of children with English as an additional language to write a few key words which staff can use with the children.
* We will always provide multicultural texts and resources to reflect the diversity in our community.

• Make our equality and diversity policy widely known with all staff and

 parents/carers.

* We arrange our waiting list in order of availability. In addition, our policy may take into account the following:

 - the vicinity of the home to the nursery; and

- the mode of transport used to get to nursery; parents/carers may be given priority if they will be walking to nursery to further support our green ethos; and

 - siblings already attending the nursery

* We describe our nursery and its practices in terms of how it treats individuals, regardless of their gender, additional needs, background, religion, ethnicity, culture and home language.
* We describe our nursery and its practices in terms of how it enables children with additional needs to take part in the life of the setting.
* We consider all families when deciding upon the opening times of the nursery to avoid excluding anyone.
* We try to be as flexible as possible about attendance patterns to accommodate the needs of individual children and families.

• We involve parents/carers in gathering information, and use the information to

 improve our policies and practices.

• We have policies regarding partnership with parents/carers and are keen to

 involve parents/carers in many aspects of the nursery.

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.

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.

**Admissions for Funded Children EYFE**

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two/three to five year olds for early learning sessions specified by the local authority.

At **Growing Up Green** we currently provide **2** free funded places per afternoon, subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child’s \*second/\*third birthday.

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.

|  |  |  |
| --- | --- | --- |
| **This policy was adopted on 28/3/22** | **Signed on behalf of the nursery** | **Date for review 28/3/23** |