

**ABC NURSERY POLICIES AND PROCEDURES**  
**POLICY 35: Admissions**

- 35.1 The nursery is accessible to children/families from all sections of the community.
- 35.2 We ensure that the nursery is widely known in the local area by advertising where all sections of the community can view the information.
- 35.3 Places can be booked by completing an Application Form, and by paying a £50 non refundable registration fee. This registration fee covers the settling in periods for your child at the nursery. If a place is not available for a child, then either the registration fee will not be accepted, or it will be refunded.
- 35.4 A waiting list is in operation and places are allocated as and when a place becomes available that is suitable for the individual child's age and parent's needs.
- 35.5 We have a full description of our nursery & all our practices in clear terms welcoming both mothers/ fathers/ relations & carers from all cultural/ ethnic/ religious/ social groups.
- 35.6 We welcome children with disabilities if we can meet the child's needs within the constraints of the setting. These constraints may arise through the inability to provide extra staffing levels to ensure the safety and well-being of the child, and constraints arising from the design of the building. However, we acknowledge the legislation with regard to the Disability Discrimination Act and will make all reasonable adjustments that we can to include children with a disability. We will have frank and open discussions with parents to access how we can meet such a child's needs within our setting.
- 35.7 We will endeavour wherever possible to be flexible about attendance patterns in order to accommodate the needs of individual families and children.
- 35.8 We will not admit children under 9 months old. However, parents do have an option to pay nursery fees to hold a place open for their child. If however, we do have vacancies in the nursery we will hold the place open until such a time when they can start. If spaces then start to fill we will inform the parents of the situation.
- 35.9 If we become full we will operate waiting lists and have clear guidelines and procedures of how we operate this waiting list.
- 35.10 It is the policy of the nurseries to offer minimum days / sessions requirements not to cater for the business needs of the nursery (i.e. to enhance occupancy levels) but because we feel that this is in the best interest of the children.

35.11 The minimum requirements are:

- Two full days in baby/ toddler group.
- Full days only in the Raindrop Group.
- Three sessions (a full day being two sessions) in the Rainbow or Pre-School area of the nursery in the year before the child starts school. There is a limited number of sessional places available.

35.12 Priority will be given in the following order:

- Families/children who are taking the most sessions / days in the nursery. (eg: full time place will take priority over a three sessions place)
- Children who are already in the nursery.
- Children whose sessions / days we can accommodate the best within what spaces we have available (this is more pertinent to mid-year places.)
- Siblings of children who are already in the nursery.
- Siblings of children who have attended the nursery in the past.

35.13 There may be extenuating circumstances e.g. a child with special needs when the owner can waiver the conditions relating to minimum requirements and will discuss this request with the Nursery Manager.

35.14 If we only have two available sessions for a specific child, the owner may also waiver the condition of minimum requirements in discussion with the Nursery Manager.

35.15 There may be other circumstances where the owner can waiver the conditions of minimum requirements which would be in the best interest of the family situation. This will be discussed with the Nursery Manager.

35.16 The nursery will accept admissions for children eligible for both 15 hour and 30 hour Government Funding where spaces are available.

35.17 The nursery will offer a maximum of two entirely free 15 hour funded spaces, consisting of 5 afternoon sessions per week during term time only.

35.18 The nursery will offer a maximum of one entirely free 30 hour funded space, consisting of 5 days per week between 10am and 4pm during term time only. There will be the option to purchase meals with this space, however a packed lunch can also be brought into nursery.