

ADMISSIONS POLICY

Issue Number	Reason for Issue	Issued by	Date
1	New document	K Cox	13-06-06
2	Update of numbers and NEF statement	K Cox	22-11-06
3	Addition of registration section	S Cox	1-2-07
4	Revision to existing document	V Dawe	30-07-08
5	Revision to existing document	V Dawe	20-10-08
6	Revision to existing document	CJ Silverlock	06-10-09
7	Revision to existing document	Cj Silverlock	08-03-10

Matters taken into account in deciding which child can be offered a place in the nursery are:

- 1 Availability of spaces taking into account the staff/child ratios, the age of the child, registration and business requirements
- 2 When the application is received (extra weight is given to those who have been on the waiting list longest)
- 3 The nursery's ability to provide the facilities for the welfare of the child
- 4 Extenuating circumstances affecting the child's welfare or his/her family
- 5 Children who are siblings of those already with us
- 6 Funded Foundation Stage places are available subject to availability and preference may be given to parents taking up other services

We do not discriminate against any child, or their family/carers, on the grounds of sex, sexuality, disability, race, religion, colour or creed.

Registration and Welcome process

The admission process is initiated through viewing of the nursery and formally recorded through the Registration and Welcome process:

- Initial contact with parents is usually through telephone call to arrange viewing.
- At the first viewing parents are shown the whole setting with the focus of the visit being the appropriate unit for the prospective child.
- Key information is shared on:
 - Fees
 - Times
 - Staffing
 - Policies
 - Daily routines
 - The EYFS Framework
- At the end of the nursery viewing parents are given a Childcare Agreement Form, which records the following key information:
 - Child's full name (including pronunciation of the name).
 - Any other names the child would rather be known as.
 - Date of birth (we need to see the child's birth certificate).
 - The name and address of every parent and carer who will be known to us.
 - Indication of which of these parents or carers the child normally lives with.
 - Daytime contact/ emergency contact details of each parent and carer.
 - Information about who has legal contact with the child/ who has parental responsibility for the child.

- The contact details of two other adults who are permitted to collect the child in an emergency, plus their relationship to the child.
- Any other persons authorised to collect the child (must be over 16 years of age).
- Ethnic origin, religion, languages spoken at home.
- The child's special dietary requirements, preferences or food allergies.
- Contact details of the child's doctor.
- Details of immunisations and vaccinations.
- The child's special health requirements.
- Other agencies or professionals working with the child and their role.
- Any festivals or special occasions celebrated.
- Details of any other settings or childcare the child may be attending.
- Other information it is important to know e.g. what they like, what fears they may have, any special words they use, what comforters they may need and when.
- We also need signed consent for:
 - Emergency medical advice or treatment including administration of calpol
 - Permission to hold personal information on the computer
 - Photographs
 - Outings
 - Permission to share information with other professional
 - Use of child's own provided sun cream or a named brand supplied by the setting
- We will consider how we can support parents to complete the form who may have English as an additional language, are visually impaired or have literacy difficulties.
- On receipt of a signed Childcare Agreement Form and appropriate fees, the child space at the nursery is reserved.
- If the child is coming from another setting then a member of the management team will make contact with the previous setting and use a transitions communication form to document the conversation which will then be placed in the child's file
- If a parent has left the previous setting owing fees then the nursery may take the decision not to accept the child until their fees are cleared with the previous setting
- The settling in process is detailed in the nursery Settling In policy document.
- Upon accepting a nursery space, the parents are given a Welcome Pack (Baby/Tiddler or Toddler Units) providing the following details:
 - Registration
 - Items to bring to nursery
 - Items the nursery provides
 - Settling-in
 - Weaning
 - Keeping you informed
 - The Early Years Foundation Stage Framework
 - Special Needs
 - Allergies
 - Health and Hygiene
 - Sickness and Medication
 - Child protection
 - Security
 - Confidentiality
 - Complaints
 - Payment and Notice Period
 - Equal Opportunities Policy
 - Policies and Procedures