

Child Admissions Policy 2017



The legal framework for this policy is based on:

Equal Opportunities

Purpose	to ensure that each application to the setting is individually assessed, without bias, in accordance with Equal Opportunities
Scope	Parents
Responsibility	Owner/Manage

Heaton House Nursery is registered for 40 children between the ages of 0 and 5 years old

The above statement is taken from the registration document and is the overriding policy in respect of admissions.

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

- Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family.

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.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. A deposit amounting to the cost of a weeks fees must be paid to secure a place (deposit not needed in respect of funded places). 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.

Policy adoption date	Signature on behalf of nursery	Staff dissemination date	Latest review date	Next review date
	Esigned – <i>Lauren Hyde</i>	March 2017	06/02/17	February 2017

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Government Funded Places

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two/three to five year olds.

At Heaton House we currently provide a limited number of free funded places available to those children fulfilling the government funding criteria. These places will be allocated on a first-come, first-served basis and can be booked in advance. Funded places are not contingent on the payment for additional services.

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	Esigned – <i>Lauren Hyde</i>	March 2017	06/02/17	February 2017