



LITTLE ROOS DAY NURSERY

ADMISSIONS POLICY

Compliance with our registration document is the overriding policy in respect of admissions. At all times we will take into account the well-being of the children and compliance with Ofsted regulations.

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

- Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements
- When the application is received, preference is given to those that have been on the waiting list the longest
- Our ability to provide the facilities for the welfare of the child
- The effect on the existing children and staff of the admission of that child
- A child requiring a full time place or longer attendance per day will be given priority over a child requiring a part time place or less attendance per day
- To those whose home address is inside Buckinghamshire County
- Any extenuating circumstances affecting the child's welfare or his/hers family
- Those children who are siblings of those already with us will be given preference
- Those children whose parents are existing staff members of the nursery

We will never discriminate against any child on the grounds of sex, race, religion, colour or creed. The Disability Discrimination Act 2001 lays down a legal obligation on us to consider those designated disabled or disadvantaged, using as far as possible the same criteria as the other children.

Within the admissions policy, the aim of the Nursery is to meet the needs of the child of any parent/carer who wishes to register at the Nursery. In the case of children with a statement of special educational needs, the Special Educational Needs Co-ordinator (SENCO) – Sonia Panchal (Accredited Special Educational Needs Coordinator) will work closely with Buckinghamshire County Council's SEN Team and any outside agencies that may be involved in coming to a decision about the most appropriate provision for the child. No child will be refused admission solely on the grounds that he/she has special educational needs. In these circumstances the SENCO will work closely with the family to ensure a smooth transition to nursery and will have additional consultations with parents/carers and child as necessary. The SEN policy will also be shared with the parents/carers during the settling in process.

At Little Roo's Day Nursery we recognise that leaving a child in the care of others can be a traumatic experience for all concerned and will endeavour to ensure a smooth transition period into nursery life.

When welcoming a child to the nursery, the Head of the Nursery or their deputy will ensure you have visited the nursery. A provisional booking will be made once the completed registration forms are received along with the

registration fee. When the start date has been confirmed a deposit will be requested and on receipt of this, the booking will be confirmed and days agreed.

We will work closely with parents or carers to establish an open and honest relationship. A child starting nursery for the first time needs lots of care and attention and nursery staff will work in partnership with parents/carers to settle the child into the nursery environment. Children must feel happy and secure without their parents/carers before they can play and learn successfully.

Because each child with additional needs will be different, we would aim to work closely with the parents/carers and any outside professionals to establish a bespoke settling in plan. We would aim to start the settling in process 1 to 2 weeks prior to the arranged start date, so that the child feels confident in the new environment.

During the settling in process, provision that has been successful will be discussed and maintained as well as discussing future provision. This time will allow us to make arrangements for any specialised resources that are required for the child to access the Early Years Foundation Stage Curriculum.

Children need to be confident that their parents or carers will return at the end of the session. In order to achieve this our policy is to offer two settling in sessions, dependant on their needs. These sessions will be conducted by the child's Key Worker and overseen by the Head of Nursery. During this time, we encourage parents/carers to separate from their child for brief periods at first which can be built up to longer absences until the child is ready to be left for a whole session.

The settling in process is as follows:

1. For their first session, we would prefer the parents/carers of children to remain with them for a short while, 20/30 minutes and then leave again for a short while (up to 2 hours in total); this is to help us build a sense of confidence and security for both child and parents/carers. During this time, the parents/carers will have the opportunity to meet and talk with their child's key carer to share important information. Parents/carers will be required to complete a registration form and general consent form; this will include information such as, contact numbers, GP, allergies and dietary requirements. This will lead to the key carer being fully informed about your child's needs and interests leading to a smoother and happier transition into Nursery.
2. The second session will be slightly longer than the previous one, up to 2 hours, depending on the child, the parents/carers may be asked to leave so that the child can begin to build bonds with their key carer and peers as well as begin to become familiar with the Nursery routine.

At Little Roos Nursery, we fully understand that each child is different and work with parents/carers to help them with the settling in process.

Children develop at different rates and parents/carers should not be discouraged if their child does not settle in as quickly as another. We recognise that at some stage the child may need to be left even though distressed. In such cases the child will be given continual support by a member of staff. If the child continues to be unduly distressed and is unable to settle, then the parent/carer will be contacted and asked to return.

Parents/carers are welcome to telephone the nursery at any time to enquire about their child. Parents'/carers worries and concerns will be taken seriously. All Parents/carers will be supported and given reassurance and information about their child's activities and welfare at each stage of the settling in process. This information sharing will include sleep times, food eaten, activities carried out throughout and what the child learnt. This then becomes part of the daily nursery routine.

Waiting List

Children will be placed on the waiting list in the event that there is no immediate availability for the required place at the nursery or if the required space is more than 3 months in advance. Children will be placed on the waiting list in

the order in which they apply for a space for the age group required and of the staff child /ratios. As stated in the admissions policy, priority will be given to those with siblings currently attending the nursery, a child requiring a full days/time place or staff children.

Children will not be registered with the nursery until a completed registration form is received, along with a signed copy of the terms and conditions and a non-refundable £50 registration fee and a refundable deposit. A separate registration form and signed terms and conditions is required for each child requiring childcare. You are not required to pay the registration fee of £50 when you opt for the stand alone model.

You are not required to pay the registration fee of £50 when you opt for the stand alone model as detailed in the Fee Policy.

Parents will be sent an email stating they are registered, confirming receipt of the registration fee, the place and start date requested, whether they are on the waiting list and the procedure by which places will be confirmed. If they are on the waiting list it will state that parents do not automatically receive the place for their child on their start date and until they have written confirmation of the place, there is no agreement in place.

Parents are required to advise the nursery immediately if there are any changes to the details provided on the original registration form. Failure to do so could result in the loss of a placement at the nursery.

Expectant parents are required to inform the nursery after the birth of their child.

When the place becomes available, an email will be sent out to confirm the place if still required. If a reply is not received back by the stated date (usually max. 7 days), names will either be removed from the waiting list or if necessary placed back on the waiting list and offered to the next child on the list. A deposit and written confirmation is required to secure the place and must be received within 7-14 days or as stated.

If you require a change to your registered regular weekly session pattern, any booking will be based on the availability at that time. If there is no availability for your newly requested session pattern, you will be put on the waiting list (as detailed above). A minimum of one months' notice is required to make a change to your registered regular weekly session pattern. Once the session is cancelled, it will be offered to the next person on the waiting list.

Terms and Conditions (Parent in Partnership Agreement and Consent Forms)

When you join the nursery, you will be asked to sign a copy of the terms and conditions Parent in Partnership Agreement and Consent Forms. The nursery reserves the right to end this agreement if we suffer any event of insolvency during the registration process.

Date written: October 2014

Reviewed : October 2020

Next Review Date: October 2021