

Admissions Policy

We intend to make Grayswood Nursery school accessible to children and families from all sections of the local community and to ensure our admission procedure is fair and clear. In order to accomplish this, we will

- i) Place notices advertising the nursery in places where all sections of the community can see them, including a dedicated website.
- ii) Operate an equal opportunities policy and make it known.
- iii) Produce a EYFS Handbook.
- iv) Implement a waiting list should the nursery become over-subscribed.
- v) Where it is financially viable to do so, a place is to be kept vacant for an emergency admission.
- vi) When possible, be flexible regarding attendance patterns, to accommodate the needs of individual children and families.
- vii) Set opening times in consultation with parents and staff.
- viii) Places are subject to availability. They can be booked in advance and secured by the payment of a registration fee.
- ix) Children may attend the nursery from the age of two years and six months until they are of statutory school age.
- x) Any parent/carer wishing to enrol their child at nursery is offered the opportunity to visit the setting whilst in session and is able to review the policies and procedures documents at that time. Additionally, they are able to telephone the nursery, at a mutually convenient time, to discuss any issues they may not have covered during the visit.
- xi) Parents/carers are required to arrange 'settling in' days for their child which involves them staying for short periods of time.
- xii) Once a place has been offered the relevant paperwork is completed by the Administrator. Before the child starts enrolment and registration documents must be completed. These include:
 - a. Privacy notice, which explains what personal data we collect, why we collect it, how we use it and the control the parent/carer has over their personal data and the procedures we have in place to protect it.
 - b. Registration/enrolment form, which includes the child's full name, date of birth, main address, names and address of all adults with parental responsibility/legal contact with the child.
 - c. Emergency contact details, doctors contact details.
 - d. Details of specific medical information/dietary requirements.
 - e. Confirmation of permission for their child to take part in trips and outings, photographs, observations and parental involvement.
 - f. Confirmation that the parent/carer understands refunds will not be given due to enforced closure but that every effort will be made to provide alternative sessions and that a full half-term's notice is required in writing in the event of a child being withdrawn from nursery.
- xiii) When applications exceed the number of places available, priority will be given to:
 - a. Children living in Grayswood.
 - b. Siblings of attending, or recently attended, children.
 - c. Children on the waiting list.

If there are still more applicants than places (e.g. three Grayswood children and only two places available), then the places will be offered to those applicants on a first come, first served, basis.

- xiv) The nursery school reserves the right to refuse admission or to exclude any child whose presence is considered to be detrimental to the well-being or safety of others.

Children with SEND

The manager or assistant manager will seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for Early Intervention funding (EIF) will be made immediately.

Children with identified SEND will be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager will outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.

At the time of registration, the manager will check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager will ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the nursery manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.

Preparation for admitting a child with SEND will be made in a reasonable amount of time and any delay in the child starting is scrutinised by the nursery manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority will be regularly updated on the progress of the preparations.

Safeguarding/child protection

If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the manager will contact the agency to seek further clarification.

Further guidance

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/Early_years_entitlements-operational_guidance.pdf