



# Admissions Policy

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Date: November 2019

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Date: November 2019



## Admissions Policy

### Rationale

Stepping stones nursery is an inclusive nursery. As we are situated close to the city centre we are open to take children from all areas, not just the immediate community. We welcome children and families from all areas, cultures, religions and also those who require additional support.

Numbers are regulated so that the maximum legally permitted is not exceeded.  
The maximum number of children permitted at any one time is: 65

To reserve a place within the nursery, parents are requested to complete an application form. This will have the following information:

- Name, home address and date of birth
- Starting date and number of sessions required
- Name, address and telephone number of parent or carers
- Other Emergency telephone numbers
- Special diet requirements
- Child's ethnic origin, religion and first language
- Name, address and telephone number of child's doctor
- Name, address and telephone number of health visitor
- Known or suspected allergies
- Physical disabilities
- Any special Educational Needs
- Immunisation details
- Medical conditions including family history
- Mealtime restrictions – medical, religious or any other

In order to secure a place parents/ carer are required to complete an application form. If we have the sessions, they require available, they will need to pay a non refundable registration fee in order to secure their child's place. The registration fee is £60; this can be paid by bank transfer, cheque or cash.

In the case of limited spaces being available we operate a first come first served policy. Those parent/carers that return an application form along with the registration fee first will be given the space available.

Where it is necessary to operate a waiting list system the child's name (application) will be placed on file in the order they have been returned/given. When a space becomes available within the relevant age group, the first person on the waiting list within that age group will be contacted and offered the space.

Once availability has been confirmed, a home visit will be arranged. This will consist of the manager and the key-worker visiting the family in their home. This is an invaluable opportunity for staff, parents and most importantly the child to get to know each other in an environment that is familiar to the child. During this visit parents will be given a contract, terms and conditions, consent forms and information about what to expect when starting the nursery.



Prior to the child's attendance at the nursery, parents or carers must complete and sign the contract and consent forms, parents will also be sent information regarding the EYFS and EYlog via email

We will gain the following information from this:

- Parental consents on procedures including in the event of an emergency
- Arrangement for collection
- Authorised persons
- Parental responsibility and legal contact information
- Further information on dietary requirements, allergies etc
- Details regarding vaccinations and immunisations
- Parental consents for things such as outings and photography
- EYlog consent and email addresses
- Two year old check consent form

Parent and carers will also be asked to provide the nursery with any further information that they feel will enable us to take the best care of their children.

We aim to ensure a child's introduction to our setting as stress free as possible. We achieve this by encouraging parents/carers to bring the child into the nursery for settling in sessions prior to him/her starting.

We find that the settling in sessions allow the child to familiarise themselves with the environment, staff and other children, and gives an opportunity for the child to be left for short periods of time which will gradually increase as their start date approaches. These sessions also offer the opportunity for parents/carers to get to know their child's key worker and other room staff, as well as experience some of the activities that their child will be involved in. The child is welcome to bring along any comforters. During the settling in process key workers will discuss with parents the child's likes and dislikes, any comforters and things such as sleep patterns.

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and staff to work together to help children feel confident and secure in the group. This takes longer for some children and parents should not feel worried if their child takes a while to settle.

**This policy was written in line with sections 3.27, 3.28, 3.57, 3.72 of the Statutory Framework of the early years Foundation Stage 2017.**