



ADMISSIONS POLICY

Statement of Intent

It is our intention to make Clifton Village Nursery accessible to children and families from all sections of the local community in Clifton and the wider area.

Aim

We aim to ensure that all sections of our community have access to Clifton Village Nursery through open, fair and clearly communicated procedures.

Method

In order to achieve this aim Clifton Village Nursery operates the following Admissions Policy:-

- The nursery **may** admit children from the term after they are two. However, in order to balance the needs of the setting (numbers of two year olds, financial needs, pre-schooler's needs) we only admit children from the term after they are two **if there is sufficient space on the register.**
- A maximum of eight children under three are admitted in any session.
- If necessary we admit children in nappies/pull ups (provided by parents) and support children through their toilet training.
- Applications for sessions required for the following academic year are requested in February and parents are informed in writing of sessions allocated during April or May. Should a request be made after February, the child's name would be placed on the waiting list.*

APPLICATION PROCEDURES

Applications are received by either Nursery Manager or the Administrator. The Manager is to pass any applications to the Administrator.

The Administrator is to check availability

- **Admissions allocations** - The number of applications varies from year to year.
 - a) Existing children retain the 6 funded sessions they already have should their parents request these for the following academic year. Any extra sessions requested for

existing children over and above 6 funded sessions are put on the Waiting List together with requests for new starters.

b) Sometimes all parental requests are able to be met, but the following criteria are used to prioritise allocation of places in the event of more applications being received than there are places:-

(1) Children with a statement of Special Educational Needs will be allocated a place as a priority.

(2) Children that live in Clifton who receive funding from the local authority

(3) Children who are younger siblings of children already attending the nursery

(4) Children that live outside Clifton who receive funding from the local authority

(5) Children that live in Clifton who are aged 2 years.

(6) Children that live outside Clifton who are aged 2 years.

(7) Children the term after they are 2 **only if there is sufficient space and at the discretion of the nursery manager.**

Children will be allocated places in date of birth order, with older children taking priority.

If there are two children who both want the same place and are equal on all points above, it is awarded to the child who has been on the waiting list the longest.

Places will be offered in writing once all the above criteria have been utilised to allocate them.

If requested sessions are available the following documentation will be sent :

- Registration Document
- Confirmation of place
- Policies and Admission, Pricing and Payment
- Funding Form (If applicable) for 2 year funding or 3/ 4 year funding
- Fair Processing Letter
- Gift Aid Declaration
- Welcome Letter – Staff
- Welcome Letter Committee
- Price List
- Acceptance Form
- Holiday list

An invoice including the Nursery Banking Account details are emailed to Nursery and Parent/Carer. If necessary a paper copy will be posted. A non-refundable deposit representing the first monthly fees payment will be required one month in advance to secure a place with the balance of fees being divided into a further 11 monthly amounts. NB a deposit will not be required to secure a place for parents of children attending funded sessions only as they are not charged for any aspect of their child's free hours

NB. Places are allocated on a yearly basis. We cannot guarantee that the number of sessions can be increased mid way through the year. This includes funded sessions.*

The Nursery Manager ensures the following documentation is in place prior to a child's start date

- Registration Documents
- Consent Forms

Parents will be asked to provide proof of their child's date of birth, e.g. a photocopy of their birth certificate when they join the group. It is the responsibility of the Nursery Manager to check children's date of birth against records provided by parents/ carers to determine when they will be eligible to receive Nursery Education Funding (**see pricing and payment policy**)

Equal opportunities

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the Clifton community and wider area.
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relatives and carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from having English as their second language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in all aspects of the setting.
- We make our **Equal Opportunities Policy** widely known.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity, as required by Local Authority monitoring.
- We are flexible about the number of sessions requested to accommodate the needs of individual children and their families.

*Information marked with a * is stated in the prospectus along with information about the location of all our policies.*

Linked to other policies

Equal Opportunities
Inclusion
Pricing and Payment

This policy was adopted by Clifton Village Nursery in June 2007

This policy was reviewed and adapted in November 2010, May 11, May 12, July 12, May 13, May 14

This policy was reviewed in May 2015, 2016

This policy was reviewed and adapted in June 2016

This policy will be reviewed in June 2017

Signed on behalf of the Management Committee _____ (Chairperson).

Signed on behalf of the Staff _____ (Nursery Manager).

Helping to achieve the ECM outcome – A positive contribution