

Learning and Development

Admissions Policy

Statutory Framework for the Early Years Foundation Stage

Quote Reference: 3.1

'...providers create high quality settings which are welcoming, safe and stimulating'

Purpose of the Policy

The purpose of this Policy is to ensure the Family Centre day care provision is accessible and inclusive to the local community.

We aim to:

- Provide nursery provision regardless of gender, age, race, disability, religion/belief, colour, creed, marital status, sexual orientation, ethnic origin or political belief.
- Offer an open and transparent admissions procedure.
- Provide a nursery place upon a suitable vacancy being identified.
- Have in place a waiting list for nursery places when there are no suitable vacancies identified.
- Provide consistency, therefore priority will be given to those children who are already accessing a nursery place and who are moving into an older age group. These instances will not be considered as a new admission.

What parents\carers should do to access a nursery place

- Formally apply for your nursery place by completing the relevant application process, following the advice given by the Family Centre.
- Make sure staff are aware if you receive job seeker's allowance, income support, universal credit, employment support allowance, child Tax credit support under the Immigration and Asylum Act or the guaranteed element of the state pension

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Policy Approved by: ECS, Senior Management Team
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credit. As there is an entitlement called Early Years Pupil Premium that the Family Centre can claim to support your child.

- Upon receipt of notification of a nursery place, you will be required to attend the Family Centre to discuss your child's settling in arrangements.
- You should attend the agreed settling in visits.
- You should read the Family Centre policies and procedures.
- Be aware that if your child has a health need that may require staff to be trained in specific procedures this may result in a delay in admission.

NOTE: Parents/carers must be aware that if their child has a nursery place at the Family Centre or a nursery place within a School Nursery Unit, this does not guarantee that your child can continue to access that School for full time education.

Parents/carers must make an application for a place in the School of their preference following the Local Authority's Admission Policy by the published closing date. This application will be considered in line with the Local Authority's Primary School Admission Policy.

What we will do to support your access for a nursery place

- Discuss the details of your requirements for a nursery place and advise you on the appropriate method of access.
- Support you to complete the relevant application process to meet your needs for your nursery place. This may be via completion of a Parent/Carer Contract or through an online application for a 2, 3 or 4 year old nursery place.
- Check whether your child is entitled to Early Years Pupil Premium.
- Support access to Disability Access Fund for children in receipt of Disability Living Allowance.
- When a nursery place has been confirmed, we will contact you to invite you to attend the Family Centre to discuss your settling in arrangements.
- Arrange settling in visits with parent/carer and child.

- Provide access for parents/carers to read the Family Centre policies and procedures.
- Identify, allocate and introduce a key person for your child, who will be the main contact for you regarding your child's early learning.

Ensure if staff training is required prior to your child's admission this will be set up with health professionals.