

# Shadwell Childcare

## **Admissions Policy**

Adopted October 2024

Date to be reviewed: October 2025

## **Admissions Policy**

### **Statement of Intent**

It is our intention to make our nursery genuinely accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the nursery and wrap around care sessions.

### **Our Aim**

At Shadwell Childcare nursery we care for children between the ages of two years and 11 years using a Breakfast club, a nursery provision and Out of School Club and Holiday Club.

Within the nursery provision we care for children from 2 years old and four years of age. The numbers and ages of children admitted into the setting will be governed by Ofsted and when considering admissions we are mindful of staff: child ratios, legal space requirements per child and the facilities available.

We also strive to be a provider of funded childcare without impacting the quality of our provisions. This policy outlines our approach to nursery, breakfast club and out of school club admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

### **Methods**

In order to achieve this aim, we operate the following admissions policy;

- We ensure that the existence of the nursery is widely advertised in places accessible to all sections of the community
- We ensure that the information about the nursery is accessible – in written and spoken form – and, where appropriate on the website
- We ensure that the existence of the setting is widely known in all local communities and we will place notices advertising the nursery in places where all sections of the community can see them, in more than one language if appropriate
- We keep a place vacant, if this is financially viable, in order to accommodate emergency admissions
- We describe the nursery and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place
- We ensure we follow our equal opportunities policy

- We are flexible about attendance patterns so as to accommodate the needs of individual children and families
- We continue to consult local parents to ensure that the setting goes on meeting the changing needs of the local community
- We offer a wide range of financial supports such as FEEE, EYPP, 2 year funding to accommodate all family and personal situations
- We give various payment options to support all family circumstances

### **Applications for Nursery**

- Admission to the Nursery does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area
- The nursery does not operate any catchment area restrictions.
- Children are eligible for admission once they are 2 years old
- The nursery will keep a waiting list of pupils seeking admission. Inclusion of a child's name on the list does not constitute a promise of a place
- Sessions are offered in line with academic years, September – August. Children can join the setting throughout the year subject to availability
- In February / March children currently using the nursery ('existing children') will receive a request to confirm which sessions they require for the following September.
- Once children currently using the nursery have been allocated their sessions for the next academic year the setting will aim to contact those on the waiting list by Easter.

### **Allocations of places**

Places will usually be offered on a first-come, first-served basis if there are places available within the age group, but if there is a waiting list, the nursery will use the following admission criteria which will be applied in the following order of priority:

- A vulnerable child with either a Child Protection or a Child in Need Plan / Children in Receipt of an Education, Health and Care Plan (EHCP)
- Looked after children
- A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
- Children transitioning from the Sunflower room to Bluebell room to keep current sessions
- Children currently attending who wish to increase their sessions
- Children who have siblings already attending the nursery
- Submission in date order of waiting list

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Funded sessions may be available for two, three and four year olds, subject to eligibility and the availability of sessions. Further funding and pricing information is available upon request.

A charge of £100 is applicable when accepting a place within the nursery, this consists of £25 non-refundable registration fee and a £75 deposit. £75 deposit will be refunded to the first invoice if the original sessions have not been reduced.

Changes to sessions require half terms notice and all costs are applicable during this period. Where ever possible we will contact those on the waiting list to offset this cost.

### **Breakfast Club and Out of School Club Admissions**

Our admissions policy for allocation of sessions is;

- Existing nursery children to retain current sessions
- Existing nursery children who wish to increase sessions
- Children on the waiting list to attend nursery with wrap around care
- Existing school children to keep their current sessions
- Existing school children who wish to increase sessions
- School children in date order of the waiting list (new to the setting)

### **Holiday Club Admissions**

Holiday club sessions can be booked year-round for existing children if required. Such bookings take priority over other requests and are guaranteed. Booking forms for children wishing to attend the holiday club on an ad-hoc basis will be sent out one month before the holiday begins. The forms will be sent to nursery children first and to other users including school children after one week. Our admission policy for allocation of sessions is;

- Year-round bookings (nursery children)
- Nursery children (receiving the form one week in advance of other users)
- Siblings of year-round bookings
- Siblings of nursery children
- Children attending the local school
- Children in the local area

All places are subject to compliance with the legal space requirements and staff: child ratios, including maximums on age groups to maintain ratio requirements.