

Policy 03

Admissions

The Old School House (Headcorn) Ltd is registered for 62 children under 8 years of age

Of which not more than 24 children should be under 2 years at any one time

The above statement is taken from the registration document, and is the overriding policy in respect to the number of admissions.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

- 1 Availability of spaces, taking into account the staff/child ratios, the age of the child and the registration requirements
- 2 When the application is received (the nursery operates on a first come, first served basis)
- 3 The nursery's ability to provide facilities for the welfare of the child
- 4 A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
- 5 Extenuating circumstances affecting the child's welfare or the welfare of his/her family
- 6 Children who have siblings already placed at nursery

We operate an equal opportunities policy and ensure that children have access to nursery places and services irrespective of gender, race, religion, colour or

creed.

It is our intention to make our group genuinely accessible to children and families from all sections of the local community. In order to accomplish this we will:

- 1 Describe the group and its practices in terms which make it clear that it welcomes fathers, mothers, other relations and carers (including childminders), people from all cultural, ethnic, religious and social groups, with and without disability
- 2 Monitor the gender and ethnic background of children joining the group to ensure that no discrimination is taking place
- 3 Make our equal opportunities policy widely known
- 4 Accommodate the attendance patterns of individual children and families wherever possible

Prior to attending nursery, parents/carers 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, dietary requirements, collection arrangements, fees and sessions, contact details for parents/carers, doctor's contact details, health visitor contact details, allergies, parental consent, vaccinations etc.

All settings registered to accept nursery education funding must offer free places for three to five year olds for 12.5 hours per week. At The Old School House (Headcorn) we currently provide up to a maximum of 42 free funded places available for children, subject to availability. These places will be allocated on a first come first serve basis and can be booked a term in advance.

For admissions for nursery education funded sessions we have a termly or half termly intake, beginning the term following the child's third birthday.