

## Admissions policy

prepared with reference to the Feb 2018 EYFS Statutory framework

### General Statement

In this policy the word 'applicant' refers either to the applicant child or to their parent(s) or guardian(s), depending upon context. The Nursery aspires to a non-selective admissions policy and does not discriminate between applicants on grounds of physical or intellectual ability, gender, religion, ethnic origin or for any reason other than its capacity to meet the applicant's educational needs.

The nursery wishes to treat all applicants fairly and openly, and to be timely and effective in its communication with them. All applicants to the Nursery are taken on an 'as and when basis'.

The sole criteria for admission are as follows:

- the availability of a place
- the capacity of the nursery to meet the child's needs, taking into account its responsibility to the children already in the nursery
- The willingness of the applicant's family or guardian(s) to contribute financially.

### The availability of places

The current staff ratios are as follows;

**Under two**, one staff member to three children

**Over two**, one staff member to four children.

- Our staffing ratio does, restrict the number of places available; however, if we do have a waiting list, extra staff recruitment will be sought.
- Our waiting list is run on a first come, first served basis.
- If a place is offered but not taken up, the applicant will be placed at the bottom of the waiting list if the place is still wanted.

### Children with particular needs

We provide an inclusive setting, and consider all applications carefully

We welcome children with identified Special Educational Needs (SEN), disabilities and other needs, wherever we believe we are able to meet that child's particular requirements.

It is important that the nursery and parents work together, and we strongly encourage parents of children with particular needs to discuss their child's requirements with us from the outset; including sharing any relevant reports, such as educational psychologists' reports.

We will discuss any needs thoroughly with parents, to consider what support and adjustments may reasonably be made by the nursery

It is also recognised that this is an ongoing process, as a child's needs may change over time. We therefore continue to assess a child's needs throughout their time with us, and discuss any concerns with parents (and other relevant

professionals) as appropriate. It is recognised that there may be circumstances where unfortunately we may have to take the difficult decision that the nursery is not able to meet a child's needs.

In implementing this policy, the nursery will comply with its obligations under equality legislation, including the duty to make reasonable adjustments for children who have a disability. Please see our SEN Policy and Inclusion Policy for more information.

### **Who assesses the child's needs**

The Nursery SENCO and manager. If, following the assessment by the aforementioned people, the nursery considers that it cannot meet the applicant's needs, it will meet the applicant explaining the reasons for this conclusion.

### **If your child attends another setting at the same time as the Iona Nursery**

We always need to have a regular two-way flow of information with parents and/or carers, and between providers, if your child is attending more than one setting. We would ask parents to notify us at the time of admittance if their child is at another setting. We will then contact the setting on a monthly basis to ensure that we have good flow of information.

- As soon as a new child starts, ensure you check the application form to see if the child attending another setting and ensure the parents give consent to ask the other setting for information sharing.
- email the other setting
- ensure that this is recorded on the child's record and that the child's key worker does the monthly update.
- Monitor the information from the setting and ensure you get parent's feedback on the information you receive

**we will need a copy of the 2 year review from any previous settings**

### **Nursery Fees**

- The Nursery requests a deposit of £50.
- The applicant will be provided with a full list of fees on application, these fees increase annually by a reasonable amount in September.
- Billing will be done, by email at the start of the month, for the month ahead.

### **Nursery Application Form**

- Each applicant will be given an application form on the start of visit. They must fill this out, including all details and return at the start of their time in the nursery.
- Parents must include an email so they can be billed
- All details, including allergies and vaccinations

### **Leaving the Nursery**

- The nursery can accommodate children up to 3.5yrs old.
- Following this date your child can either move to kindergarten (please contact the school admissions manager for this (0115 9415295)
- if your child is not going to kindergarten then you must arrange another nursery
- If you leave the nursery and wish to re-join you must re-start the application process again.

### **Issue date**

This policy takes effect from January 2013

### **Review date**

This policy will be reviewed and revised by the school manager on an annual basis.

**Endorsement**

Full endorsement to this policy is given by:

Name: Mr Martin Taylor  
Position: Iona School Trustee  
Signed:   
Date: 21/08/18

The Iona Nursery