

Elephant and Castle Child Care Centre

Admissions Policy

Aim

We aim to ensure that all our setting is accessible to children and families from all sections of the local community. Everyone has access to the setting through open, fair and clearly communicated procedures.

Procedures

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

- When advertising the setting we will endeavour to do so in places accessible to all sections of the community.
- We will endeavour to make information available in a form that is accessible by all parents as necessary.
- We are a Nursery that primarily caters for working parents. At the moment we do not require a waiting list. When a waiting list becomes essential, we will have one that works on the age of the child and the sessions required. Our policy will take into consideration siblings already attending the setting and also be subject to sufficient staffing levels.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that we welcome fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats individuals, regardless of their gender; special educational needs, disabilities, background religion, ethnicity or competence in spoken English.
- We describe our setting and its practices in terms of how it enables children with additional requirements to take part in the life of the setting.
- Please refer to the Special Educational Needs and Disability Policy, concerning the support we offer to families, to ensure you choose the right setting for your level of need.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the setting to avoid excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and families. We will do our best to ensure as far as possible that hours and sessions are convenient for parents/carers working hours.
- As part of the induction process, you will be required to provide a document that authenticate your child's identity and date of birth. A copy of the document will be retained and stored securely.
- This policy as all our policies must be understood and be abided by all stakeholders. A copy of this policy and all core policies are displayed on our webpage. All the settings policies are available upon request.
- Early education is offered within the national parameters; no session to be longer than 10 hours, no minimum session length, not before 6.00am or after 8.00pm and a maximum of two sites in a single day.

- Early Education is offered to families 51 weeks of the year, Monday to Friday between the hours of 7.30am to 6.00pm.
- We aim to identify all children that may attract additional funding such as EYPP, DAF or any locally available funding streams with a view to submit a claim/application to achieve EYFS outcomes.

The Nursery reserves the right to modify open and closing times when demand is deficient and has a negative financial impact on the setting. In addition, this could also affect open days during half term periods. Government funded hours can be accommodated at other times, ensuring no eligible hours are lost.

This policy will be reviewed annually and amended as necessary: adopted in March 06
Reviewed March 10 Reviewed April 2011 Reviewed and amended August 2012.
Signed on behalf of the setting Reviewed, June 2013. Reviewed Sept 14.

Reviewed Oct 2015. Reviewed Sept 2016. Reviewed and amended July 2017.