

Admissions Policy

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Links to:

Childcare Act 2006	Equality Act 2010
Child Protection and Safeguarding Policy	Freedom of Information Act 2000
Convention on the Rights of the Child, UNICEF 1992	Human Rights Act 1998
Data Protection Act 2018	

It is our intention to make Merry go Round Day Nursery genuinely accessible to children and families from all sections of the community. In order to accomplish this, we will:

- Ensure that the existence of the Nursery is widely known in all local communities. We will place notices advertising the Nursery in places where all sections of the community can see them.
- Arrange our waiting list in order of date of application, siblings still attending Merry go Round and rising 4's, rising 3's and so on.
- Welcome all family members and other carers, including childminders, and people from all cultural, ethnic, religious and social groups with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our Equal Opportunities Policy widely known.
- Be flexible, within reason, about attendance patterns to accommodate the needs of individual children and families.
- Work with other agencies.
- We will ask for evidence of child's age – i.e. Birth Certificate and/ or Passport, and we will request to view the child's 'Red Book'. This helps us to offer an integrated approach and share information with health professionals, such as 2 year report will be stapled inside.

Admissions Procedure

- The Supervisor will arrange for the parents/carers to view the setting and be introduced to the staff. During the viewing, parents/carers can ask any questions they may have regarding the running of the nursery etc. Parents/carers will also have the opportunity to read the nursery policies and procedures file.
- Parents/carers will then complete a Registration Pack for each child that will attend the setting. These will be kept on file, in the waiting list first and then in the Registration File once the child starts their sessions. (see GDPR policy)
- Every child will be required to attend 'settling sessions', which will be free of charge. This is to ensure the child is happy and comfortable within the nursery surroundings and to prevent any distress or anxiety when separated from their main carer. Settling time period is an individual process and there is no set time period to fully allow the child to feel comfortable.
- The child will be assigned a Keyworker/Key Person (see Keyworker Policy).
- Once settling has been completed (when both the family and staff feel the child is ready to start) sessions will be agreed and fees will commence. Nursery Education Funding will also be applied for where appropriate.

Adoption Date: 1st September 2020.

Signed:

Nm Orel .

Annual Review

Reviewed 1st September 2021

Reviewed 1st September 2022

Reviewed 1st September 2023

Next review 1st September 2024