

## Admissions Policy For Daycare

### Equalities Statement:

The ethos of the Centre supports the development of self-respect and self esteem in all children, staff and the community it serves. We place a high value on diversity and treat every member of the Centre as an individual. In this respect, we aim to meet the needs of all, taking account of age, disability, gender, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief and sexual orientation. In addition to this we also aim to take into account social circumstances.

### Aims and Principles:

The aim of this policy is to ensure that there is a transparent and consistent approach to admissions for Daycare.

The admissions protocol reflects our commitment to individual's needs and the scale of their needs.

### Protocol:

1.1 The Governing Body has a responsibility for determining the admission arrangements for the Daycare provision in the community.

1.2 The Daycare is an 83 place provision.

Age group	Number of Children	Room name/s
0-2	9 Children	Poppy
2-3	50 Children	Bluebell (8:00am-6:00pm): 26 children Daisy- 2's room (8:45-11:45am, 12:30-3:30pm) Term time only: 24 children
3-4	24 Children	Catkins (8:00am-6:00pm)

1.3 The Daycare, once full, will hold a waiting list.

1.4 Admission Criteria:

1. Children who are looked after.
2. Children with a high level of need who have been referred by a Social Worker, Health professional, Special Needs Officer or the Traveller Early Years Advisor.
3. Children aged 2-4 entitled to funding (2 year funding, NEF, Social Inclusion).
4. Children who have a sibling attending the Centre.
5. Children living in the reach area.
6. Parent preference fits available session (I.e. Parent requests a Monday and Tuesday and a Monday and Tuesday become available).
7. Date of application.
8. Children not living in the reach area.

1.5 Children's names are placed on reserve lists in strict order of the admissions criteria (1.4).

If a place becomes available, the Centre will contact the parents of the child whose name is first on the reserve list. A new request from another parent for a child's name to be placed on a list can result in other children being moved further down the list if this child has a higher priority for a place according to the admission criteria.

1.6 Siblings are defined as children living in the same family unit, whether or not they are blood related. This does not include blood-related brothers or sisters who live in separate homes.

- 1.7 A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of week-day nights. In cases where a child spends equal time living in two different homes, the address that is most favourable to the application will be considered as the home address.
- 1.8 Parents are obliged to inform the Centre of any change of address following application, as this may affect the allocation of a place. Failure to do this could result in an offered place being withdrawn.
- 1.9 One month's notice is required to cancel a nursery place and terminate this agreement.
- 1.10 A non-refundable admin charge is applicable to non-government funded places.

**Links to other Policies:**

- County Admissions Policy
- Charging Policy
- Special Educational Needs Policy