

## 01- Admissions

---

All parents are encouraged to register their child's name after their second birthday.

All children will be considered fairly irrespective of gender, race or disability.

If there are more requests from parents than the number of places available then the following criteria will apply.

### **Criteria for admission**

Children will be admitted the term after their second/third birthday. Places are allocated according to:

- Looked After Children
- The age of the child, from the oldest age band first.
- The needs of the family

Our nursery is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any disabled pupil or pupil with individual needs a place at Crescent day nursery provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the manager.

Children are entitled to 15 hours free education and wrap around care the term after their 2<sup>nd</sup> / 3<sup>rd</sup> birthday.

Additional hours may be purchased subject to availability at the current rate of £5.00 per hour.

### **Procedure for Admission**

1. Before starting at the nursery, all parents will be offered a short visit to the nursery. They will complete an admissions form.
2. Birth dates will be checked against the Birth Certificate and NHS number is recorded.
3. Parents will be expected to stay in the nursery to support their child for an appropriate length of time, until the child is settled, but always for the first session as a minimum.
4. Transfer from part time to full time will be undertaken within a time range appropriate to the needs of the child.
5. It is the parent's responsibility to register their child for a reception place, to undertake statutory education. The Local Authority will notify parents and the Nursery when these applications need to be made.

**Reviewed Annually.**