

63. Admissions Policy

At St Catherine's Independent Nursery we care for up to 40 children between the ages of two and five. (Emerging 3 year olds only – 2 year old children that turn 3 within the term or at the beginning of the following term – places for two year olds are subject to availability)

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

The nursery uses the following admission criteria, which is applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. We operate a waiting list and places are offered on an availability basis.

We operate an Inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and registration form, and complete consent forms on our Parent Connect app. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two and three to five year olds for early learning sessions specified by the local authority. At St Catherine's Independent Nursery free funded places for children will be allocated on a first come, first served basis and can be booked in advance. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's third birthday. Two year old free funded places will be begin either at the start of the term that the child turns 3 or the previous term, depending on availability.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>08/09/2023</i>	<i>H Brockliss</i>	<i>08/09/2024</i>