



## Admissions Policy

At Little Explorers Day Nursery and Preschool we care for up to 70 children per day between the ages of 6 Months and 5 Years.

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.) Enquiries on a first come, first served basis
- 2.) Children who have siblings who are already with us
- 3.) Children whose parents live within the area
- 4.) Looked after children
- 5.) 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
- 6.) A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support

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. **Please note:** families already on roll will be offered our availability first before we make contact with our waiting list.

### Securing a place at Little Explorers:

- 1.) Please contact us on 01823 211700 / [littleexplorers@mail.com](mailto:littleexplorers@mail.com) where a member of our admissions team will be able to discuss your requirements.
- 2.) We will arrange a viewing of Little Explorers at a time convenient for you.
- 3.) During your visit you will be welcomed by a member of our management team who will show you around Little Explorers and help you to get a feel for life as a Little Explorer. Please feel free to ask as many questions you may have and bring your little one along as it's equally important for you to observe how our staff interact with your child and make sure they are comfortable and supported within our environment.
- 4.) Should you wish to proceed with securing a space at Little Explorers a registration form will be sent via our online system eyLog, this form helps us gather all of the necessary information we need to see if we have the space you require available.

**Please note:** your space is not confirmed until you have agreed your days in writing and had confirmation from us that these are available and have been secured for your child, all enquiries and

current families are made aware of our current availability and therefore availability is subject to change; this may mean that spaces are filled by another family during this time. It will only be once our admissions team have confirmed with you that the requested days have been allocated to your child where at this point a registration fee will need to be paid, contract and registration forms completed and signed along with a copy of your child's birth certificate received. In order for us to complete and secure your child's place at Little Explorers.

5.) Once we have all the above in place you will be sent a welcome pack and we will arrange for your little one to come along and join us for some settling in sessions and meet their key person.

6.) During the first settling in session this would be an opportunity for both yourself and your child to come along and spend some time with their new key person completing all about me forms and answering any questions you may have, if your child appears comfortable you would be very welcome to leave for half an hour and see how they get on, or alternatively stay for the first settling in session. More information regarding our settling in sessions and the transition process for your child can be found in our welcome pack.

Before your child's first settling in session we will check if they have any dietary requirements, allergies or medication we need to be made aware of. It is important we know this before your child's first session so we can make sure the necessary care plan is in place to keep your child safe.

We are always at the end of the phone should you ever have any questions or queries.

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 forms, along with a copy of your child's birth certificate. 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.

### **Government funded places for early education**

At Little Explorers we currently provide government funded places for children; this is subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for the admissions of the government funded nursery education places we have a termly intake, beginning the term following your child's second/third birthday.

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.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Reviewed</b>
-----------------------------------	--	-----------------

24/01/2022

grobertsdyer

10/01/2024