

OAK TREE DAY NURSERY

ADMISSIONS

EYFS: 3.28, 3.57

At Oak Tree Day Nursery we care for 62 children between the ages of 3 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).

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- 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
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

The nursery will use the following admission criteria, which will be 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 Local Authority/Common Assessment Framework
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

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. 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 Oak Tree Day Nursery we currently provide some free funded places available for children 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 admissions for the free nursery education we have a termly intake, beginning the term following your child's second or 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 welcome our clients and express our sincere hope that you will be happy here in our nursery.

There are weekly, full day and half-day places available within the structure of the nursery provision. A **minimum of 2 half days or 2 full days place per week** is recommended for the security and comfort of the children.

Feedback Process & Parents Evening

Parents receive an Early Years diary (Appendix L) when their children start at the nursery, we use this diary for daily communication with parents. We provide assessment reports for all the children in Spring term and Transition reports in the Summer term for children leaving for school. Parent's evening is held once a year in the Autumn term, this provides an opportunity for parents to discuss their child's progress and development in an informal environment with their child's key worker. We will be asking parents to fill out a feedback form across the year as we value feedback from all parents. The feedback received will be used to improve the service we provide.

Registration

Registration packs are available for prospective customers upon request. Where there are no places available immediately, prospective children will be placed on the waiting list upon receipt of completed registration form and fee.

Non-attendance

We will charge the full rate to the parent / caregiver in the event of non-attendance. e.g. doctors' appointments, sickness, holidays, public holidays, missed sessions etc.

Full rate is also payable during Nursery closure in the summer and at Christmas, staff training days and public holidays.

This policy was adopted on	Signed on behalf of the nursery	Date of last review	Date of next review
18/02/2016	S Okocha	24/01/2026	24/01/2027*

*** or earlier in response to any significant changes in legislation.**