

ADMISSIONS POLICY

St Bernards Private Day Nursery is registered for 30 children between the ages of birth to 8 years of age.

The number and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

Other matters taken into account in deciding which child can be offered a place are:

- Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements
- Children who have siblings who already attend the nursery, or parents wishing extra session whilst the child is in attendance
- When the application was received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements
- Extenuating circumstances affecting the child's welfare or the welfare of the family

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.

All settings registered to accept government funding must offer free places for two/three to five year olds for early learning sessions specified by the local authority. Free funded sessions are available on request subject to availability and staffing arrangements appropriate to accommodate your wishes. These places will be allocated on a first come, first served basis and can be booked a term in advance. All funded sessions are now in line with the flexible arrangement as specified by the Government.