



THE NURSERY THAT HELPS LITTLE FEET TAKE BIG STEPS

## Admissions

Little Footsteps of Dereham Ltd is no longer registered for a specific amount of children at any one time, however we can hold 12 children in Seedlings, 20 children in Shoots, 30 children in Buds and 20 children in Orchard at any one time.

Matters taken into account in deciding which child can be offered a place in the nursery 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 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 for the welfare of the child, including appropriate staffing arrangements
- Extenuating circumstances affecting the child's welfare or the welfare of his/her 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. We have a SEND policy which supports children with additional needs.

We aim to identify children who are eligible for additional funding, ensure that we claim this and use it to support their learning and development, this includes EYPP, DAF, SEND so we can improve their learning outcomes.

Please refer to our SEND/ Inclusion policy concerning the SEND support we offer to children and how we support families to choose the right setting for their child with SEND.

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.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements.

A copy of this will not be retained, but may be requested again at a later date.

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

We work with parents to ensure that the sessions they require are met to accommodate their working life.

**\*Providers eligible to provide government funded places – England**

All settings registered to accept government funding (detailed in the code of practice) must offer free places for three to five year olds for the sessions specified by the local authority. At Little Footsteps we currently provide an unlimited amount of 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 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. This is over a 52 week period if that is what families wish for and at a maximum of 10 hours per week day.

The admission policy is issued to all families as part of the registration process. It can also be found on our website: [www.littlefootstepsdereham.co.uk](http://www.littlefootstepsdereham.co.uk) and in our parents pack.

Early education is offered to families 52 weeks of the year. The funding hours can be claimed to the maximum available on the following days and times:

Mon: 7:30-6pm

Tues: 7:30-6pm

Weds: 7:30-6pm

Thurs: 7:30-6pm

Fri: 7:30-6pm

We work with parents to ensure that the sessions and provision they require are met to be convenient and accommodate their working life.

Internal use only

This policy was first adopted on	6th Feb 2012
Signed on behalf of the nursery	GH (Gemma Hewett)
Date disseminated to staff	26th March 2012
Dated Reviewed & small alterations made	August 2022
Next review dated	August 2023