



ADMISSION POLICY

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BACKGROUND

PURPOSE

This policy outlines the comprehensive procedures for the admission of children at the Holly Trees, ensuring an efficient, transparent, and family-friendly process for both the nursery and the parents/guardians. It aims to provide clarity on the admission process, required documentation, timelines, and mutual expectations to foster a trusting relationship from the start.

SCOPE

This policy applies to all parents/guardians seeking to register a child at Holly Trees and nursery staff involved in processing admissions, ensuring adherence to nursery standards and legal requirements.

WHY WE COLLECT MEDICAL INFORMATION

IMMUNISATION RECORDS

- **Health and Safety:** Immunisation records help ensure the child has received the necessary vaccines to prevent the spread of communicable diseases within the nursery. This is vital as young children interact closely, some may be more vulnerable to infections due to age or pre-existing conditions.
- **Legal Compliance:** Some local authorities or health regulations may require us to collect immunisation records to comply with public health mandates.
- **Outbreak Prevention:** In the event of an outbreak (e.g., measles, chickenpox), we need to know which children are immunised to take appropriate steps, such as notifying parents or taking precautionary measures to protect those at risk.

2. DETAILS OF ALLERGIES

- **Risk Mitigation:** Knowing a child's allergies is crucial for preventing life-threatening reactions. Whether it's food, medication, or environmental allergies (such as bee stings), nursery staff need this information to create a safe environment for the child.
- **Meal Planning:** For children with food allergies or intolerances, the nursery must ensure that appropriate meals and snacks are provided to avoid accidental exposure.
- **Emergency Preparedness:** In the case of a severe allergic reaction (e.g., anaphylaxis), staff must be equipped with the knowledge and tools (e.g., EpiPen) to respond quickly and effectively. The records help ensure the staff are prepared for such situations.

3. MEDICAL CONDITIONS

- **Individualised Care:** Some children may have ongoing medical conditions, such as asthma, diabetes, or epilepsy, that require monitoring or specific interventions during their time at nursery. Having this information ensures staff are aware of the child's needs and can respond appropriately.
- **Health Plans:** For children with significant medical conditions, the nursery can develop a tailored healthcare plan, often in collaboration with parents and healthcare professionals, to ensure continuity of care while at the nursery.
- **Accident and Illness Management:** If a child becomes ill or has a medical emergency while at nursery, knowing their medical history allows staff to make informed decisions on care and notify emergency services or healthcare providers if necessary.

Our guidelines are as follows:

OUR GUIDELINES

1. **PRINCIPLES**

The Admissions process is grounded in the following key principles:

- **Structured and Accessible:**
A streamlined, user-friendly system that supports both digital and in-person admission, promoting accessibility for all parents/guardians.
- **Child-Centric:**
Prioritising the child's welfare, safety, emotional well-being, and educational development throughout the transition to the nursery.
- **Effective Communication:**
Fostering open, transparent communication between the nursery and parents/guardians, offering clear guidance on each stage of the admission process.
- **Inclusivity and Equity:**
Ensuring the process is aligned with the nursery's inclusivity, safeguarding, and equal opportunities policies, catering to children of all backgrounds, abilities, and needs.

ELIGIBILITY CRITERIA

- Children must be within the nursery's operational age range (clearly defined on Holly Trees website and in marketing materials).
- Where possible priority may be extended to:
- Siblings of current students to support family continuity.
- Local residents based on proximity to the nursery.

Short-Term Placements: Please note that Holly Trees does not accept children on short-term or short-term foster placements (e.g., emergency or temporary placements lasting less than 12 weeks).

RATIONALE FOR NOT ACCEPTING SHORT-TERM OR SHORT-TERM FOSTER PLACEMENTS:

- **Continuity and Stability:** Holly Trees is committed to providing a stable and secure environment for all children. Short-term placements can disrupt the continuity of care and attachment formation, both of which are critical for young children's emotional development.
- **Transition Challenges:** Children in short-term foster placements may experience frequent transitions, which can affect their ability to settle into a new environment. The nursery strives to minimise disruptions to the child's routine and well-being.
- **Resource Allocation:** Providing individualised care and support for fostered children requires time and resources, especially during settling-in periods. Short-term placements often do not allow enough time for meaningful integration into the nursery community.

- **Curriculum and Inclusion:** Limits the key person approach, enabling children to build secure relationships with familiar adults over a sustained period of time. A significant barrier to effective observation, assessment, and planning for the child's learning and development within such a reduced timeline.

ADMISSION PROCESS

3.1 INITIAL INQUIRY

Parents/guardians may inquire through Holly Trees website. The nursery will respond within a designated timeframe (e.g., 48 hours) and provide:

- Information of timings to visit the nursery
- Once a nursery visit has been completed, we will provide information on fees, hours, and policies.
- An outline of available sessions.
- Funding eligibility details, including available subsidies (e.g., 15 or 30 hours government-funded childcare).

3.2 ADMISSION FORM

Parents/guardians must complete a detailed nursery admission form, which will collect:

- Child's full name, date of birth, gender, and relevant health information.
- Parent/guardian's full details, including proof of identity.
- Emergency contact details.
- Information on additional needs, SEN (Special Educational Needs), or disabilities.
- Requested start date and session preferences (subject to availability).
- Funding eligibility information

3.3 SUPPORTING DOCUMENTATION

Parents/guardians must provide the following documentation to complete the admission process:

- **Proof of Identity:** A copy of the child's birth certificate or passport.
- **Proof of Address:** A recent utility bill within three months, bank statement, tenancy agreement, or other legal document showing the current home address.
- **Proof of Legal Guardianship:** If the person registering the child is not the child's biological parent, they must provide official documentation confirming their legal guardianship.

Acceptable documents include:

- A court-issued guardianship order.
- Adoption papers or special guardianship order.

- A parental responsibility agreement signed by both biological parents and witnessed by a legal professional.
- Any other legally recognised document that confirms guardianship or parental responsibility.
- **Health and Medical Records:** Any relevant health information such as immunisation records, details of any allergies, or medical conditions.
- **Funding Entitlement:** If applicable, documentation confirming eligibility for government-funded childcare (e.g., 15 or 30 hours funding) or tax-free childcare benefits.
- **Proof of Legal Guardianship or Foster Care:**

If the child is in foster care, the foster parent(s) or guardian(s) must provide the following documents:

- A Foster Placement Agreement issued by the local authority or child welfare agency confirming the placement.
- A letter from the Social Worker or local authority confirming the foster carer's legal authority and responsibility for the child's care.
- Any additional court documents or agreements outlining specific care arrangements, if applicable.
- Health and Medical Record including immunisation records, details of any allergies, and any medical conditions or ongoing treatments.
- Funding Entitlement: If applicable, documentation confirming eligibility for government-funded childcare (e.g., 15 or 30 hours funding) or tax-free childcare benefits.

Holly Trees recognises that fostered children may have unique emotional and social needs, and additional documentation related to the child's care plan or special needs may be required, such as a Personal Education Plan (PEP) or other relevant assessments.

Holly Trees reserves the right to request additional information or clarification if there are concerns regarding legal guardianship or parental responsibility.

3.4 DIGITAL ENROLMENT & SYSTEMS SETUP FEE

To support the onboarding of new families and the secure set-up of each child within our nursery management systems, a one-off Digital Enrolment & Systems Setup Fee of £150 is payable when accepting a childcare place.

This fee contributes towards the administrative processes involved in preparing a child's enrolment, including:

- The secure creation of the family account within our nursery management and parent engagement platforms
- The digital admission of the child's personal profile, including emergency contacts, medical information, permissions and safeguarding records in line with statutory requirements
- The configuration of the parent portal, enabling families to access daily updates, observations, communications, invoices and important nursery information

- The set-up of the child's learning and development profile, allowing practitioners to record observations and track progress in line with the Early Years Foundation Stage (EYFS)
- The preparation and verification of enrolment documentation, contracts and funding declarations where applicable
- Administrative time associated with onboarding families into our secure childcare management systems

These administrative processes ensure that all required safeguarding information, communication channels and developmental tracking systems are fully operational before a child's start date, enabling a smooth and secure transition into the setting.

The Enrolment Administration Fee is a one-off, non-refundable charge applied when confirming privately paid sessions or childcare arrangements that include paid provision.

Families accessing funded hours only will not be charged this fee.

2. CONFIRMATION OF ADMISSION

Once admission is complete, the nursery will:

- Acknowledge receipt of the form and documentation in writing.
- Confirm availability of a place and proposed start dates.
- Offer a formal place in writing, detailing next steps:
 - Nursery policies, key contacts, and daily routines.
 - A schedule for the settling-in period.
 - Safeguarding and behaviour policies.

3. SETTLING-IN PERIOD

Holly Trees encourages a structured and flexible settling-in period to support the child's smooth integration. This will be tailored to the child's needs and preferences, including:

- Gradual introduction to the nursery environment.
- Scheduled meetings between parents/guardians and key staff.
- Regular updates on the child's progress and emotional well-being during the settling period.

MEDICAL, DIETARY, AND SPECIAL EDUCATIONAL NEEDS (SEN)

- Parents/guardians must fully disclose any medical, dietary, or SEN requirements during admission.
- The nursery's SENCO (Special Educational Needs Coordinator) will work closely with parents and external agencies to ensure the necessary support structures are in place from day one.

- A Healthcare Plan may be created for children with specific medical needs to ensure safe, personalised care.

4. **SAFEGUARDING AND DATA PROTECTION**

Holly Trees is committed to safeguarding all children and will handle personal information in line with the General Data Protection Regulation (GDPR) and local laws.

- Parents will complete a consent form agreeing to data storage, medical information handling, and safeguarding protocols.
- Information will only be shared with authorised personnel or agencies involved in the child's care.

5. **WITHDRAWAL OF ADMISSION**

Parents/guardians must provide the nursery with a minimum of four weeks written notice if they wish to withdraw their admission or cancel a place.

Holly Trees reserves the right to withdraw a place if:

- False or misleading information is provided.
- The child's needs cannot be met due to staffing or resource constraints, in which case the nursery may assist the family in finding alternative provision.

DECLINING ADMISSION DUE TO HEALTH NEEDS OR OTHER FACTORS

Holly Trees is committed to inclusivity and strives to meet the needs of all children. However, there may be circumstances in which we must decline an admission to ensure the safety, well-being, and appropriate support for both the child and the nursery community.

CRITERIA FOR DECLINING ADMISSION:

1. **Health and Medical Needs:**
 - If a child's medical condition requires specialised care or continuous supervision that we are unable to provide safely, particularly if specific training, equipment, or resources are not feasible within our current setting.
 - Where an individualised risk assessment or feedback from healthcare professionals indicates that we cannot safely meet the child's needs without compromising their well-being or that of other children.
 - If the child's health condition presents an unavoidable risk to others (e.g., certain contagious conditions).
2. **Special Educational Needs (SEN) and Additional Support:**
 - If the child's educational or developmental needs require support that exceeds our capacity or expertise, despite reasonable adjustments, and cannot be addressed through our SEN provisions or external support.
3. **Behavioural or Safety Concerns:**
 - If behaviour disrupts the safe environment of the nursery, posing a risk to the child, peers, or staff.
4. **Resource or Staffing Limitations:**

- Where the child's needs necessitate significant staff resources or adjustments that are currently unachievable without impacting the nursery's operations or other children's well-being.

Procedure for Declining Admission:

- The Manager of Holly Trees will contact the Senior Management Team (SMT) to notify them of their intentions to decline admission and reasons why before any response is communicated to parents/carers.
- Once approved by the a member of the SMT, Holly Trees will transparently communicate with parents/guardians regarding specific reasons for any decision to decline admission.
- Where possible, Holly Trees may offer assistance in locating alternative suitable provisions or refer families to local support services.

6. ONGOING COMMUNICATION AND SUPPORT

Post-admission, parents/guardians will receive:

- Invitations to orientation sessions or parent evenings.
- Regular updates through newsletters, parent-teacher meetings, and communication platforms (e.g., nursery app).
- A dedicated staff contact for any queries related to their child's well-being or progress.

7. POLICY REVIEW

This policy will undergo annual reviews or earlier, depending on changes in legislation, local authority guidelines, or nursery operations. The review will incorporate feedback from parents, staff, and stakeholders to ensure it continues to meet the needs of all parties involved.

Version	Updated	By	Authorisation Status
1.1	09/2024	Area Manager	
2.0	11/2024	Area Manager	
3.0	03/2026	Director	