

## 64. Admissions

EYFS: 3.28, 3.57

At **Harpers Nursery** we can care for **98** children between the ages of **6 weeks** 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 welfare of the child is paramount therefore we will not admit any child if we feel we cannot fully meet their needs.**

**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 village.

A child requiring a full-time place/requiring more hours may have preference over one requiring a part-time place/fewer hours. This is also dependent upon room/group occupancy and availability (including staff availability)

We offer a limited number of term time only places for parents who work within the educational sector. This is for children in the Baby room and Caterpillar group. (term time only is available for any child in the forest school who is using their 15 hours of government funding) These places are limited as no staff currently work term time only within the Caterpillar or Baby rooms. From past experience we have found that if children are off during school holidays this can adversely affect their routine and many then have to re-settle after this period of absence. To ensure continuity of care for the child, including the retention of their place we do charge a retainer day of one day per every week of each school holiday periods. Parents/carers can use this day so their child attends one day per week of every school holiday. The payment for the retainer day is calculated within your monthly fees and must be paid for to secure a place.

We require all children to attend at least twice a week. Two half day sessions is therefore the minimum attendance pattern we allow as we have found that children need as much consistency as possible and they find it too hard to settle if they attend just one day/session per week.

We operate an inclusion and equality policy and ensure that all children (as long as we feel that we can fully meet their needs) 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. Children who require different foods from those we offer need to supply us with the letter form a dietician/doctor. We provide one specific brand of nappies and wipes for all children under the age of three years. If your child needs a different brand then you will have to supply these yourself.

From our years of Early Years' experience, we realise that children feel secure and settled if they only attend one setting. Children flourish with continuity and consistent boundaries. Therefore, it is our policy that children only attend Harpers Nursery School Ltd. All parents/carers are made aware of this before they complete an application form as it is clearly stated on our enquiry forms.

Please do not worry that your child will not know anyone/have any friends when they move onto school. Again, from our experience it is the change of environment that has the biggest impact on children's well-being and not the children they go or do not go to school with. The Forest School will support parents/carers and children on the transition to school.

Children need to attend at least two sessions a week so they can settle and make a bond with their key person. We reserve the right to change or reduce sessions that children attend with one months' notice.

### **Transitions.**

Key persons support children and parents/carers and both will visit the new rooms as children move up from the baby room into the Caterpillar room and then into the Forest School.

We use 'What to expect when' and The Early Years Outcomes and our own professional judgement to see how children are progressing and when they can move rooms. Children all develop at different rates and we also need to be mindful of spaces we have available in the next room so children may move at different times to their peers. We will of course discuss this with you.

Children need to be toilet trained before they move to Forest School unless they have a Special Education Need. This is due to the fact that the ratio increases from 1;4 to 1;8 and we have no nappy changing facilities in the Forest School.

### **Government funding for 3 and 4 year olds.**

The government funding does not fully cover the cost of a session for 3- and 4-year-old children. We therefore have to charge for the additional services we provide. These include Forest School lessons, extra-curricular activities and resources, meals and snacks. We have decided that those children who are funded as a two-year-old are currently exempt from these additional charges as we feel that without this additional support, they maybe unable to access the education they need.

