



Admissions Policy

STATEMENT OF INTENT

Orchard Day Nursery believes that, all children deserve access to the provision, no matter what their creed, colour, or ability. It is our intention to make our nursery accessible to children and families from all sections of the local community.

AIMS

Orchard Day Nursery is open to every family and community, all children and their parents have the right to expect and receive equal and individual treatment.

In order to ensure maximum accessibility to its service it is a policy of Orchard Day Nursery to establish links with outside agencies e.g. child development centre, Dorset Safeguarding Children Board (DSCB), health visitors, SEN team etc.

Orchard Day Nursery normally offer spaces on a first come first served basis, however allowances for families in need may be considered if allocations and admissions permit.

All staffs at Orchard Day Nursery are aware that there is an unequivocal legal obligation to provide equal service to children, parents, and carers that the service comes into contact with.

METHODS

- We describe our nursery and its practices in terms which make it clear that we welcome both, fathers and mothers, other relations and other carers, including childminders.
- We describe our nursery and its practices in terms of how we treat individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our nursery and its practices in terms of how we enable children with disabilities to take part in the life of the nursery.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our Inclusion and Equality policy widely known.

ADMISSIONS PROCEDURE.

- When a parent calls to enquire about a place, a prospectus is sent by post or email. Or a copy of the prospectus is given out during their visit to the Nursery. This outlines the nursery's policies and procedures etc.
- When a parent comes to view the nursery a member of the senior team takes them on a tour of the whole nursery. All visitors are required to read our safeguarding poster and sign in on our visitors record.
- Information about each room and the aims and goals of the nursery are discussed.
- During the visit there is a chance for the parents / carers or other inter-agency personnel (i.e. translator, teacher of the deaf etc.) to ask any questions or raise any queries.

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- If the parent wishes to enrol the child/ren a registration form is given. This form asks for information on the child regarding their personal information such as, emergency contact numbers, allergies, medical conditions, and immunisations, and any other relevant information.
- A copy of the child's birth certificate should be requested.
- Places are only allocated upon receipt of a registration form and registration fee. Places are offered on a first come, first serve basis in accordance with available sessions.
- The parents will then receive a letter of confirmation. This letter informs the parents of the deposit that is required and gives more details of activities that their child will take part in whilst at Orchard Day Nursery. A home visit will be offered as well as inviting the child and parent for settling in sessions.
- Allocation of places will take into account the child's date of birth and when they need to progress on to the next group in accordance with our Moving Up Procedure to ensure a place is secured until the 31st August following their 4th birthday, when they leave early years education to join the reception year at school.
- Children can join the nursery at any time of the year. Children will move on to the 'Blossoms' group between the age of 18 and 24 months according to their individual needs and available spaces. The step up to the 'Red or Green Apples' group, takes place anytime before or after the child's third birthday.
- Term dates start on 1st January, 1st April and 1st September of each year.

PRE-SCHOOL ADMISSIONS

All allocations for pre-school sessions are carried out termly, strictly on a first come, first serve basis. No priority can be given to children attending Orchard Day Nursery. All registrations received are placed on the waiting list and allocated in accordance with this policy. Admissions for pre-school sessions take place half-termly in accordance with a child's date of birth as follows:

- Born between 1st January - 29th February - Admission 2nd half of Spring Term
- Born between 1st March - 31st March - Admission 1st half of Summer Term (After Easter Holidays)
- Born between 1st April - 31st May - Admission 2nd half of Summer Term
- Born between 1st June - 31st August - Admission 1st half of Autumn Term (After Summer Holidays)
- Born between 1st September - 31st October - Admission 2nd half of Autumn Term
- Born between 1st November - 31st December - Admission 1st half of Spring Term (After Christmas)

ORCHARD EXPLORERS ADMISSIONS

All allocations for Orchard Explorers sessions are carried out as and when applications are received, strictly on a first come, first serve basis.

No priority can be given to children attending Trinity CE VA First School.

All registrations received are placed on the waiting list and allocated in accordance with this policy.

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POLICY STATEMENT

Orchard Day Nursery undertakes to ensure that all aspects of the nursery policies and procedures are kept under review and that they operate in a non-discriminatory manner.

All nursery policies and procedures are written in accordance with the Early Years Foundation Stage (EYFS) Statutory Framework. Whilst individual policies link directly to the EYFS all policies and procedures interlink with all areas of the EYFS. The Learning and Development theme runs throughout all of our practices due to our Learning through Play ethos.

The management will ensure that any changes to this policy will be communicated to all employees.

The management will ensure that all staff, parents, carers, voluntary workers and others are fully aware of the channels through which they lodge complaints and appeals on all matters.

We also will endeavour to ensure that all staff practices remain in line with the current best practice.

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Checked and agreed by:	D. Appleby
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