



EYFS: The Safeguarding and Welfare Requirements

Information and Records

3j.1. Admissions

Policy Statement

- It is our intention to make Auden Place Community Nursery accessible to children and families from all sections of the local community.
- We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- Management will regularly review the waiting list, and places will be offered to those first on the waiting list that match the current availability. Places will be normally offered out three to six months in advance, although if a place is required sooner and is available, then it can be offered immediately.
- When parents make an enquiry, a pack will be sent out with information about the nursery, and the forms that need to be returned. The date that people are put onto the waiting list, is the day that the nursery receives the waiting list form, not the initial phone call.
- On receipt of the completed forms, parents are invited to view the nursery to give them a better understanding of who we are and how we work.
- On acceptance of the place, the nursery requires a £100 deposit and a non-refundable £50 registration fee. The registration fee and deposit does not apply to parents wishing to access the funded hours only
- Management keep in regular contact with those on the waiting list, to ascertain that their needs have not changed, and also to keep them informed of any progress.
- On receipt of a deposit, a confirmation letter will then be sent to the new parents, stating the agreed start date, sessions and fees. Along with this letter will be a copy of some of the key policies and a standing order mandate.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our Equal Opportunities Policy widely known.
- We discuss with families about the opening and closing times of the setting to ensure we accommodate a broad range of family needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children
- The Nursery require a minimum of 2 school days attendance.

