

# CRADLEY NURSERY

## ADMISSIONS POLICY

Policy written by: K. Robb

<u>Dates</u>				
Written	May 2016			
Reviewed	Summer 2022	Summer 2023	Summer 2024	Summer 2025
Amended				Summer 2025
Next Review	Summer 2023	Summer 2024	Summer 2025	Summer 2026

We strive to make Cradley Nursery accessible for all children and families from all sections of the community. We aim to be inclusive through open, fair and clearly communicated procedures. Our welcome packs and registration forms aim to describe the Nursery and its practices and our Equal Opportunities Policy makes clear that we welcome all individuals, regardless of gender, race, disabilities, social background and additional needs.

Our opening hours are in line with the school, being term time only and the choice of sessions should accommodate the needs of individual children and families wherever staffing and number of children on role allows.

Children will be admitted on a first come first served basis and a waiting list will be kept when we are unable to cater for any more children due to numbers, staffing or dynamics. As we are a non-profit making, Governor-run setting, we are unable to hold spaces for more than a term.

For children not claiming funding, invoices will be issued for payment at the beginning of each half-term and payments should be made by Arbor by the date shown. Please refer to our Terms and Conditions on the Child Confidential Record for late payments. If a child starts mid-way through a half-term, an invoice will be issued for the remainder of that half-term. If a child is poorly, away on holiday, or unable to make a session, the booked sessions must still be paid for. We will not be able to offer alternative sessions to make up for sessions lost or swap sessions to accommodate other arrangements. We are also unable to refund or offer alternative sessions should we have a forced closure due to adverse weather or unavoidable situations such as a flu outbreak or a whole staff illness. In exceptional personal family circumstances we will try to offer flexibility where staffing allows. This will be at the Managers discretion.

No child is able to begin any sessions at Cradley until we have received a fully completed Child Confidential Record and Admissions Form. Parents are responsible for making sure that these records are kept up to date with correct addresses and emergency contact numbers. A termly reminder will be sent to support this. For children claiming Best Start two-year funding, we are not able to book sessions until we have seen and photocopied a copy of the letter from Herefordshire or Worcestershire council confirming eligibility for funding.

Prior to starting parents/carers should:

Contact the Nursery Manager to arrange a visit.

On show-round staff will show how to access forms on the website or give paper copies of forms if preferred.

Discuss starting dates, sessions required, child's details, needs and allergies

Arrange stay and play sessions where possible

Sessions at Breakfast and After School Club, run by the school, are limited to those aged 2 and over. These sessions must be booked through Arbor and will be invoiced separately. Sessions are booked upon receipt of a completed Registration Form. Please see the Terms and Conditions if these extended services are required.

#### Children with long term medical conditions or needs.

At Cradley Nursery we endeavour to welcome any child regardless of needs or medical conditions. However, a full risk assessment will be carried out for any child with a long-term medical condition or needs which might require on-going medication or support. A child's admission into Cradley may be delayed to allow for staff and Governors to access training or to learn about the condition through

Health Visitors, Occupational Therapists or SENCo from child's previous setting. This ensures we are best placed to support the children and family and are confident and fully staffed in meeting the needs of the child.

Whilst we are registered for 26 children per day, the number of children we admit at any one time depends on staffing as this affects our ratios and on the dynamics of the Nursery each day. For example, should we not have enough staff for us to admit 26 children or a member of staff needed to be used for one-to-one support for a child with additional needs, or our number of two year olds that day changes ratio, the number would be capped accordingly.

Please see our Terms and Conditions on the Child Confidential Record for all information and expectations on admission.