



## LITTLE FIRS DAY NURSERY

### 4. ADMISSIONS POLICY AND PRACTICE



This policy and procedure links to the following:

Legal Framework: Statutory Framework for the Early Years Foundation Stage:  
General Protection Data Regulations (GDPR)

Little Firs Day Nursery's Statements: Supporting Emotional and Well-being, Safeguarding.

Little Firs Policies and Procedure: Administration of Medication & its Storage, Behaviour Management & Promoting Positive Behaviour, Caring for Babies & Toddlers, Child Protection, Children with Medical Conditions, Code of Conduct, Complaints, Confidentiality, Data Protection & Privacy, all E-safety Policies and Procedures, E-Learning Journal Trust Statement, Enabling Environment, Fees and Non-payment of Fees, First Aid & Accidents, Health & Illness, Health & Safety, Inclusion & Equality, Lost & Uncollected Children, Nappy Changing, Observation, Assessment, Planning and Key-person, Parent Partnership & Parental Agreement, Prevent Duty, Sleep and Day-time Rest, Special Educational Needs and Disability.

Little Firs aims to make the group accessible to all families from the local community and our information is displayed on the Dorset Family Information Website where all sections of the community can see it. We welcome children, fathers and mothers, other relatives, other carers and people from ethnic, religious and social groups, with and without disabilities. Our Inclusion policy and procedure is widely available and the gender and ethnic background of children joining the nursery is monitored to ensure that no accidental discrimination is taking place. We regularly consult with parents/carers to ensure that opening times are meeting the local need and the group stays current with the changing needs of the community.

At Little Firs we care for 77 children between the ages of 0- 5years in nursery and 5-11 years in Kids Club. The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Statutory Framework for the Early Years Foundation Stage 2021. When considering admissions, we are mindful of staff: child ratios and the facilities available at the nursery.

As set out by Department for Education children who receive Early Years Free entitlement (EYFE) have priority for places and we have to keep two places vacant for voucher children, if this is financially viable; in order to accommodate emergency admissions. Parent of children receiving EYFE must complete the relevant declaration forms.

If Little Firs has no places available, parents will be given the opportunity to join the waiting list. When a place becomes available within a suitable age group, parents of a child at the top of the waiting list will be contacted and offered a place.

To secure your child's place parents are required to pay two weeks fees as a holding deposit. This deposit is only refunded when the required months' notice is received in writing when the parent decides their child will leave the nursery, or it can be used to pay the last months fees. **However, the holding deposit will be kept if a parent fails to keep up with payments or if your child leaves within six months.**

A completed Registration booklet is required for children starting at the nursery so important information is on hand to ensure the children's well-being.

All children have taster sessions before they start with us to ensure smooth transition.

Little Firs Day Nursery is committed to ensuring privacy and protection of data that we hold. Please see the Data Protection Policy as it explains how we use data and how we will address any concerns or questions raised with us.

<b>Date of Review:</b>	<b>This Policy was adopted on:</b>	<b>Signed on behalf of the Nursery committee:</b>	<b>Date of Next Review:</b>
<b>July 2021.</b>	16 <sup>th</sup> July 2021	<i>P. Goodrick Electronically signed due to Covid19 Restrictions.</i>	<b>July 2022.</b>