



Admissions Policy

It is our intention to make our nursery accessible to children and families from all sections of the local community. The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage. When we are considering admissions, we are mindful of staff: child ratio and the facilities available at the nursery,

We aim to ensure all members of the community have access to the nursery through open, fair and clearly communicated procedures.

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of the nursery is widely advertised in places accessible to all sections of the community, from google to Facebook right through to the local village children centres, Somerset Family Information Direct (SFID), and our website.
- 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 operate an Equality and Diversity policy and insure that all children 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/carers 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, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.
- We monitor gender and ethnic background of children joining the nursery to ensure that no accidental discrimination is taking place.
- In the event of any sessions being oversubscribed, we operate a waiting list and offer vacancies on a 'first come, first served' basis.

- On the first day of term following their 3rd birthday, children will automatically become eligible for 15hrs free childcare a week term time, or 11hrs a week stretched over the 50 weeks.
- Three and four year olds who are also eligible for the extended entitlement must apply to the local authority for an eligibility code.
- Failure to regularly confirm eligibility as per the local authority regulations will result in parents being charged for their child's additional 11 hours at the standard nursery rate.

Please also see 'Fees Policy'