

NEWBRIDGE DAY NURSERY ADMISSIONS POLICY

Statement of intent

The Nursery is registered for 70 children at any one time. Opening hours are 7-30am - 6-00pm, Monday - Friday, 52 weeks of the year, excluding Bank Holidays. Our setting will provide a warm and welcoming learning environment which is genuinely accessible to children and families from all sections of the local community through open fair and clear communicated procedures. Children can attend the Nursery from Birth until they are 11 years.

Children in receipt of government funding are entitled up to 15 hours per week free of charge, in term time only.

The following systems are in place to ensure that everyone is welcomed at Nursery:

- 1 Admissions are arranged on a regular basis if a vacancy exists in the appropriate room on the day required. If this is not convenient then the child's name is placed on a waiting list and the parent/carer is informed when a vacancy arises.
- 2 Children whose siblings attend the Nursery will be given priority where necessary.
- 3 All parents are required under the Children's Act 1989 to complete a registration form when booking their child into the Nursery. Parents are given copies of Safeguarding Policy, Comments and Complaints Policy and Fees Policy.
- 4 To make sure that the appropriate provision enables all children to play a full part in the daily life at Nursery, regardless of their gender, special educational needs, disability, background, religion, ethnicity or culture.
- 5 We make our equal opportunities policy widely known.
- 6 We are flexible about attendance patterns to accommodate the needs of individual children and families.

- 7 A daily register will be taken. This is essential for safety and for use in fire drills and emergencies and is a statutory requirement.

- 8 The nursery will try to be as flexible as possible in offering spaces, e.g. we would offer alternative days with the ability to swap as soon as spaces are available. This could be a child leaving or movement within nursery.