

## Admissions Policy

EYFS: 3.28, 3.57

### Overview

At Coin Street Nursery we care for up to 59 children daily between the ages of 3 months to 5 years of age.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

Our admissions policy has been established to offer children the best possible experience in our setting. It has been designed to ensure continuity for children, to facilitate the settling process and to develop positive and secure relationships with staff in line with the Early Years Foundation Stage (EYFS).

### Priority

Priority for places is given to families living in our catchment area, south of the river from Lambeth Bridge to Borough High Street and south to St George's Circus – see shaded area on map below. Ext priority is given to families living or working on the edge of our priority area. After this consideration will be given to families living or working elsewhere whose children go to school within the priority area.

The full details of our waiting list priority system are:

Priority 1: Looked after children

Priority 2: A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at their preferred nursery

Priority 3: A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support

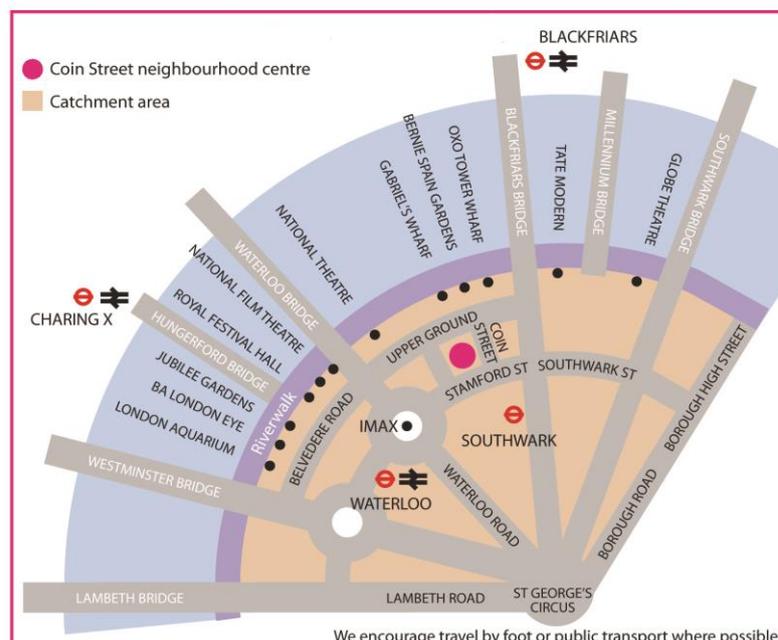
Priority 4: Children who have siblings attending the nursery already.

Priority 5: Children who live in the Coin Street neighbourhood area.

Priority 6: Children with parents working/studying in the Coin Street neighbourhood area.

Priority 7: Children who live just outside the borders of the Coin Street neighbourhood area.

Documentation will be required as proof of priority.



A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy, and room availability.

### **Waiting List**

All places at Coin Street nursery are allocated through our waiting list. To join the list, a waiting list registration enquiry form must be completed and returned to the nursery. Joining the waiting list is free, but being on the waiting list does not guarantee a place.

We operate an inclusion and equality policy and ensure 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 must complete and sign a contract, terms and conditions, 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, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

### **Providers eligible to provide government funded places for early education**

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two- to five-year-olds for early learning sessions specified by the local authority. At Coin Street Nursery we provide free funded places for children subject to availability. These places will be allocated on a first come, first served basis.

All funded sessions are provided in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

### **Part-time places**

We offer both full and part-time places in the nursery. For children attending on a part-time basis, days must be taken consecutively as follows:

2 days – Monday/Tuesday or Thursday/Friday

3 days – Monday/Tuesday/Wednesday or Wednesday/Thursday/Friday

4 days – Monday/Tuesday/Wednesday/Thursday or Tue/Wed/Thu/Fri

We do not offer one day places, as we are keen to ensure continuity and a settled routine for all the children.

### **Children of Nursery Staff**

Children of staff working in the nursery can apply for a place but must register their child in the same way as other applicants.

### **Offers**

If you are offered a place, you will be contacted and asked to confirm the offer. You will then be sent a confirmation letter, at which point your deposit is due.

### **Hours of attendance**

The nursery is open from Monday to Friday from 8.00am to 6.00pm. To ensure continuity for children and allow routines to run smoothly, we ask that children are in by 10.00am in the morning. This also prevents the children already involved in activities from being interrupted by late arrivals.

When picking up children, parents should arrive no later than 5.50pm. This enables staff to talk about the child's day and give an adequate handover. Parents/carers who arrive after 6.00pm will be charged for this time.

### **Children accessing only their free entitlement**

Children accessing only their free entitlement will be offered a 9.00am-4.30pm place, 2 days per week. This will usually be a Monday/Tuesday or Thursday/Friday place.

If someone other than the parent or regular carer is going to collect a child we require prior notice and will ask you to provide a password. We are not allowed to let children leave with anyone under the age of 16 years.

Parents/carers who do not observe the times of attendance will risk losing their nursery place.

### **Closure days**

The nursery is closed between Christmas and New Year and on bank holidays. We are also close for six staff training days each year which are set in September for the following year. Parents will be charged for bank holidays but not for inset days.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>26 Aug 2021</i>	<i>Jane Christofi</i>	<i>August 2022</i>