

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.



Administration

Admissions

Hollyfield Preschool Nursery provides a welcoming, stimulating and secure environment where children and families from all backgrounds and cultures are valued. We respect children's rights, listening to children and putting their needs at the heart of our work. Our inclusive nursery community works together to promote equality, encouraging and supporting each child to develop their potential and sense of identity. We develop our children's curiosity and challenge them to achieve their best and become self-confident and independent learners. We are committed to safeguarding and promoting the wellbeing of all children and expect our staff and volunteers to share this commitment.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

Our Nursery Values 'SPARKLE'

S – We provide **Security** which enables **Self-belief**. This in turn makes each child feel **Special** which gives **Strength** of character.

P – **Practitioners** teach with **Passion** and support children in being **Playful, Persistent** and **Proud** learners

A – We help children to successfully **Adapt** to new environments and routines. This means children feel secure to **Actively Achieve** their goals.

R – Practitioners strive to have positive and open **Relationships** with all families who come to nursery. We support our children to be **Responsible** and **Resilient** learners

K – Our children are **Keen** learners who show **Kindness** to all around them with support from our positive behaviour systems. Children are **Knowledgeable** about their rights and help each other to stay safe as well as express their feelings.

L – Our **Leadership** is robust and fosters a **Loving** environment both for practitioners and children to have a **Love** for **Learning**

E – We ensure **Equality** which supports **Empowerment** in taking steps in our own learning. Children and staff are **Enthusiastic** and **Eager** to keep learning

Introduction

Our aim of this policy is to provide a fair and just admission procedure free from any discrimination for all children and to set out the procedure to be followed when a new child applies to join our setting. It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

A visit is arranged with the manager to show prospective families around and answering any questions they have. During the pandemic, our systems may be altered to keep everyone as safe as possible.

Every effort will be made to accommodate children wishing to attend preschool, while adhering to requirements from Ofsted.

Our admissions are based on a waiting list system and priority will be given to those who have been on the waiting list longest. We also take into account whether siblings have previously attended the nursery and children already attending get first choice of sessions for the following year.

Adult to child ratio according to Ofsted must be adhered to at all times.

Where possible we aim to provide preferred set session times, or provide alternative days/times if these are not available.

No child or family will be discriminated against on the grounds of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

As our intake is generally in September, we off a 'new parent evening' in June where we invite new families into the setting to meet staff and have a tour of the nursery. If there are spaces available during the school year, the manager will invite the family to come on a one to one basis to look at the nursery and introduce the parent to the child's new key person.

Prior to the admission we will require a completed personal details (registration) form. Children's confidential contact information, medical records, dietary requirements and permission slips etc, will be stored in a locked cupboard and must be in place before the child's start date.

When the child's place has been confirmed we will arrange a series of two induction visits, each lasting for one hour. At this stage a contract must be signed and all other necessary information must have been provided. We do not permit any child to stay without a parent unless all forms have been completed and returned to us.

We expect any medication such as asthma inhalers to be left with staff during induction sessions in case the child becomes unwell. Should this happen, the parent will be notified and be expected to come and collect their child immediately.

We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.

We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.

We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.

We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.

We make our Valuing Diversity and Promoting Equality Policy widely known on our website along with many more policies that are of interest to parents.

We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.

We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

This policy was adopted at Hollyfield Pre School Nursery's Staff meeting in June 2012

Date to be reviewed – July 2022

Signed on behalf of the management team –

Name of signatory –

Role of signatory -