



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.

Admissions Policy

Policy Statement

Lake Street Nursery and Pre-School CIO aims to be accessible to children and families from all sections of the local community. We aim to achieve this goal through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is advertised in places accessible to all sections of the community.
- We try to ensure that information about our setting is accessible, using plain English, in written and spoken form and make every effort to meet the needs of those families who may have difficulty understanding written or spoken English.
- We work in partnership with the local Children's Centre or hub, local groups and other professionals to inform parents of our service
- We arrange our waiting list in order of date of birth

Nursery admits children at the beginning of each (long) term in September, January and April. We give new children staggered start dates to give us the time and resources to settle each child successfully. Nursery may consider mid-term admissions depending on demand and circumstances. We allocate each new family and child a key person (or paired team of key people) to be their main carer and point of contact.

Admission criteria:

- Nursery request children do a minimum of two sessions per week on different days
- Children are admitted no earlier than 24 months old, usually from the term following their 2nd birthday in line with government funded children
- Admission is usually limited to a maximum of 24 children per session, with a maximum of 12 children under the age of 3 per session.
- Nursery is committed, if operationally viable, to offering 15 hours to all children qualifying for the Nursery Education Funding, and 15 hours for those 2 year olds in receipt of extended funding.

Our Admission's list is kept in order of the child's date of birth.

In addition our policy also takes into account the following criteria are taken into account when allocating places:

- **We arrange the waiting list in birth order. In addition, our policy takes into account:**
 - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two year old children;
 - the length of time on the waiting list;
 - the vicinity of the home to the setting;
 - whether any siblings already attend the setting;
 - Children of staff members, and
 - the capacity of the setting to meet the individual needs of the child.
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- Nursery offers funded places in accordance with the Code of Practice for Oxfordshire and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission and may prioritise an admission based on referral from other professionals e.g. social services, Children's Centre hubs or health service.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- 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.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

In the event that a dispute over the allocation of places should arise, the Manager will make a recommendation to the Management Committee who will make a final decision, inform the family in writing, and minute this decision.

The management of Nursery have the right to vary levels of admissions and the number of places per session depending on the needs of the children, quality of service, staffing levels and any other factors that are deemed relevant.

We encourage regular and punctual attendance whilst doing our best 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 a meeting of	Lake Street Nursery and Pre-School CIO
Held on	14 March 2017
Reviewed on:	June 2019 and January 2024
Signed on behalf of the management committee	
Name of signatory	Catherine Morey
Role of signatory (e.g. chair/owner)	Nursery Manager and Trustee