



ADMISSIONS POLICY

Mells Nursery is open to every family in the community. We operate an Equal Opportunities 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. We also operate an SEN policy. The admission of children with special needs, either significant learning difficulties or significant medical status will be considered on an individual needs basis and in discussion with the parents/carers and involved professionals.

The Nursery provides morning sessions from 9.15am – 12noon with an afternoon session from 1pm – 3.30pm. Children can also attend for the whole day and those attending either morning or afternoon sessions may also stay for a supervised lunch time.

The admission of children to the nursery is undertaken to ensure that the following requirements are complied with.

- Mells Nursery is registered by Ofsted to provide a service to children from aged 2 years to school age.
- The Nursery building allows for a maximum of 24 children to attend at any session, and of these a maximum of 8 may be less than 3 years old.
- Ofsted staffing requirements are for 1 member of staff to 4 two year olds, and 1 member of staff for 8 three year olds.

Attendance at the nursery may be limited to 20 places in any session during the Autumn term. Afternoon sessions may be limited to 20 places during the Spring term.

- 2 year olds will initially be offered a maximum of 4 sessions per week in negotiation with staff, parents and committee; this will largely depend on how the child will settle in. (A session is either a morning or an afternoon.)
- All other children will be offered sessions based on the child's individual needs.

Applications

Applications will be accepted onto a waiting list. Applications that have been received will be reviewed and considered by the Nursery Manager. New children will be able to start at Mells Nursery at the beginning of a term or a half term. Home visits will be carried out the week before.

Where the specific day / time session requested is not available parents will be notified of other alternative options, if any are available.

Over subscription

If there is over-subscription for the available places, preference will be given to applicants:

- Looked after children
- 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 the preferred nursery
- A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
- requests from currently attending children
- in date order of when their application was submitted
- where a sibling already attends the nursery;
- based on the distance the family lives from the nursery;

In the event of over subscription the Nursery Committee may, at its sole discretion, apply an upper limit to the number of hours that children may attend the Nursery regardless as to the above criteria. This maximum number of hours may vary with age.

Parents must provide a copy of birth certificate or passport with their application to confirm the child's date of birth.

The decision as to the allocation of places in the event of over subscription will be taken by a member of the Nursery Committee, in consultation with the Nursery Manager.

Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the offer letter. This form must be returned to the setting **within two weeks** from the date of the offer letter. If this form is not received, one attempt at contact will be made, and if unsuccessful we will assume that the place is not required.

A deposit of £50 must be made at the time of application. The deposit will be set against the first invoice or refunded if your child is eligible for Nursery Education Grant funding. If less than one term's notice is given NOT to take the planned place the deposit will be retained.

Nursery Manager discretion

Regardless of the acceptance by the Nursery of an attendance application, the Nursery reserves the right at any time, on one weeks written notice, to reduce the hours that any given child attends the setting if the Nursery Manager believes that it is in the best interests of either the child or the wider setting to so do. Any such notification will be discussed in advance with the parents of the child by the Nursery Manager and, if the parents feel it appropriate, can be referred to the Nursery Chair.

Waiting List

A waiting list will be held of unsuccessful applicants in case spaces become available during the year.

Personal Information

The nursery reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date. Any place offered may be withdrawn if information provided is later proved to be false or misleading.

All personal information is covered by the current Data Protection Act and will be held by the nursery and used for the purposes of admissions. The information will be kept secure and strictly confidential and will not be used for any other purpose.

Please note the information will not be disclosed to any other organisation without parental consent other than the local funding authorities or government agencies. If you require further information about how this data will be used, please contact the Nursery Manager.

Admission to Mells Nursery does not imply any right to admission at Mells First School.