



## **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 9.00am – 12noon with an afternoon session from 12:45pm – 3.15pm. Children can also attend for the whole day and those attending either morning or afternoon sessions may also stay for a supervised lunch time. We are a very busy and active setting with a long waiting list and aim to be able to offer a place to as many families as possible. To enable us to do this, we currently apply a restriction of a maximum of 2 days per week for 2 year olds and a maximum of 3 days per week for 3 & 4 year olds. We understand some families require spaces to provide childcare whilst they are at work and it may be necessary for their child to also attend another setting or childminder to make up sufficient childcare. We are happy to have links with other professionals to ensure consistency. Should your long-term plan be to have 4 or 5 full days at our setting, we would understand your decision to look elsewhere; please could you let us know if you no longer need to be on our waiting list.

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 for 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 5 two-year-olds, and 1 member of staff for 8 three or four-year-olds. When there is a member of staff with Qualified Teacher Status (or equivalent Level 6 qualification) working directly with the children, the ratio is for that member of staff to 13 children over the age of 3.
- Children will be offered sessions subject to availability and the individual needs of each child and their family. Consideration will be given to the age and stage of development of the individual child and the time of intake throughout the year.

## ***Applications***

Applications will be accepted onto a waiting list. Applications that have been received will be reviewed and considered by the Nursery Manager and Administrator. New children may be able to start at Mells Nursery at the beginning of a term or a half term during the Autumn or Spring. Summer term admissions are not usually accepted, but in exceptional circumstances, will be considered on an individual basis. Where possible, home visits will be carried out the week before the start date.

Where the specific session(s) requested are not available, parents will be notified of any alternative options.

## ***Over subscription***

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

- 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/Early Help Assessment
- requests from currently attending children
- based on the distance the family lives from the nursery; families in Mells and local villages have priority.
- where a family have already had a sibling attend the nursery
- in date order of when their application was submitted
- priority will be given to families that fully engage with us

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 registration forms 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 following the instructions sent with the offer communication. Acceptance must be returned by the deadline on the offer. If acceptance is not received, one attempt at contact will be made, and if unsuccessful we will assume that the place is not required. It is the responsibility of the family to ensure that the Nursery is kept up to

date with the correct correspondence details including emails, postal address and telephone numbers.

A deposit of £50 must be made at the time of acceptance of an offer. The deposit will be set against the first invoice or refunded if your child is eligible for Early Years Entitlement funding. Deposits are not refundable if the child does not start at Nursery.

### ***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 General Data Protection Regulations (GDPR) 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.

If you require further information about how your data will be used, please contact the Nursery Administrator.

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