

Greyfriars Ministries Limited

Admissions Policy

EYFS: 3.28, 3.57

At Greyfriars Ministries Limited we care for children between the ages of 3 months and 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 to child ratios and the facilities available at the nursery.

The nursery follows our Equal Opportunities and Inclusion Policy when considering admission. We will use the following admission criteria which will be applied in the following order of priority:

1. Looked after children (children in care)
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 the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

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.

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 and pay a registration fee. 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.

Government funded places for early education

We are registered to accept government funding and therefore offer free places for eligible two year olds and three to five year olds for early learning sessions, subject to availability. These places will be allocated on a first come, first served basis and can be booked in advance.

All funded sessions are now 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.

Policy last review date	27/07/2018
Approved by	Steve Smith, Director
Next review due date	01/07/2019