

Admissions Policy

Statement of Intent

It is our intention to make Bishy Barnabees accessible to children and families from all sections of the local community and to provide this policy to all families as part of the registration process.

Aim

We aim to ensure that all sections of our community have access to Bishy Barnabees through open, fair and clearly communicated procedures. We aim to offer Early Education to families 51 weeks of the year, claim to the maximum available Monday – Friday 8am – 6pm with no session to be longer than 10 hours and no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register).

Methods

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of Bishy Barnabees is advertised in places accessible to all sections of the community.
- We ensure that information, written or spoken will be clearly communicated to the best of our ability. Bilingual/multicultural children and adults are an asset to Bishy Barnabees. They will be valued and their languages recognised and respected by us, we will endeavour to access translators, support agencies etc. as appropriate should they be required and ensure that written forms are provided in different community languages and in other formats on request.
- To the best of our ability we will accommodate children with special or additional needs. To meet the needs of our children we liaise with parents and other agencies as appropriate, with parental involvement and consent.
- We ensure that each child has a staggered planned transition into the nursery.
- We make our equal opportunities policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, although do strongly advise families to place their children at Bishy Barnabees for more than one session per week to help them build strong, meaningful relationships with their peers and our staff.
- We ensure our practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our 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 monitor the needs and background of children joining our setting on the Admissions form, to ensure that no accidental or unintentional discrimination is taking place.
- We operate throughout the year closing for one week between Christmas and New Year and for all Bank Holidays.
- We offer places for funded children of 15 or 30 hours and for 2 year olds in addition to 3 and 4 year olds. We require evidence of any validation documentation confirming eligibility of funding entitlement given by HMRC for 2 year funding. Early Education is offered within the national parameters – no session to be longer than 10 hours, no minimum session length (subject to the requirements of registration on the Ofsted years register). Sessions will not commence before 7am or after 6pm Monday to Friday and a maximum of two sites in a single day can be accessed.
- We encourage all parents to view the nursery with children prior to any settling in. A prospectus and welcome pack are given to parents/carers and a registration form completed and returned with the deposit of £50 to secure a child's space. This deposit is then deducted from the first monthly invoice of the said child. At admission we require the appropriate forms completed and sight of a child's birth certificate to verify their date of birth. A copy will not be retained but may be requested again at a later date.
- Please refer to the SEND & disability policy concerning the SEND support on offer to children and how we support families to choose the right setting for your child with SEND.
- We aim to identify the children that may attract any additional funding such as EYPP, DAF, SEND inclusion fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.
- We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

This policy was adopted in May 2008, updated October 2021. Review date October 2023.

Guidance – Early Years Entitlements : Operational Guidance for Local Authorities and Providers (June 2018) and Early Education and Childcare Statutory Guidance for Local Authorities (June 2018).

See also Equality, Inclusion and Diversity Policy, settling in policy, key person policy, SEND and disability policy and Disability in Employment policy and Non-Collection of children policy.