



Colwall CofE Primary School and Nursery
The Nest Admissions policy
Quality provision

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Our Christian Values as a key aspect in our Policies: **“Let your light shine”**



... in relationships, as we trust ourselves and others.



... in learning, as we encourage our curiosity.



... in the community, as we develop the courage to light the lives of others.

Sparkling Curiosity, Unleashing Potential



We work within the Statutory Framework for the Early Years Foundation Stage (EYFS)

Links to:

Childcare Act 2006

Equality Act 2010

Child Protection and Safeguarding Policy Freedom of Information Act 2000

Convention on the Rights of the Child, UNICEF 1992

Human Rights Act 1998

Data Protection Act 2018

At Colwall CofE Primary School and Nursery it is our intention to make The Nest genuinely accessible to all children and families from all sections of the community. In order to accomplish this, we will:

- Ensure that the existence of the Nursery is widely known in all local communities through marketing, advertisement and word of mouth.
- Arrange our waiting list in order of date of application and by age groups.
- Welcome all family members and other carers, including childminders, and people from all cultural, ethnic, religious and social groups with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our Equal Opportunities Policy widely known.



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- Be flexible, within reason, about attendance patterns to accommodate the needs of individual children and families.
 - Work with other agencies.
 - We will ask for evidence of child's age – i.e. Birth Certificate and passport.
- *We will work closely with other professionals, offer an integrated approach and share information with health professionals, such as the 2 year old checks report.



Admissions Procedure

- The Office, Nursery manager or Head Teacher will arrange for the parents and carers to view the setting and be introduced to the staff. We also ask that the child visits before parents fill out any paperwork. During the viewing, parents and carers can ask any questions they may have regarding the running of the nursery etc. Parents and carers will also have the opportunity to read the nursery policies and procedures Handbook.
- Parents and carers will then complete a Registration Pack for each child that will attend the setting. These will be kept on file, in the waiting list folder first, and then in the Registration File once the child starts their sessions. 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.
 - Parents will be notified by email when their child has moved from waiting list to having a place in the nursery.
- Once the child has a place they will be offered 'settling sessions', to ensure the child is happy and comfortable within the nursery surroundings and to prevent any distress or anxiety when separated from their main carer. These 'settling' sessions will be tailored to meet the needs of the child and adult. Settling time is an individual process and there is no set time period to fully allow the child to feel comfortable.

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: child ratios and the facilities available at the nursery.

As stated 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.



We currently provide Government Funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term 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.

Our nursery takes children from two to four years in age. If you do receive funding the funding is only operative from the term after they are 2. So you will be billed if you start them before the funding is active. Please see the model below.

Turns 2 in September- Funding January start

Turns 2 in October- Funding January start

Turns 2 in November- Funding January start

Turns 2 in December- Funding January start

Turns 2 in January- Funding April/May start dependent on when Easter falls

Turns 2 in February- Funding April/May start dependent on when Easter falls

Turns 2 in March- Funding April/May start dependent on when Easter falls

Turns 2 in April- Funding April/May start dependent on when Easter falls or September if birthday falls in the summer term.

Turns 2 in May- Funding September start

Turns 2 in June- Funding September start

Turns 2 in July- Funding September start

Turns 2 in August- Funding September start

Due to this element, we ask that children start at the start of a school term, Autumn, Spring or Summer. If there is a need to start at a different point please arrange to meet with the Nursery manager so that we can explore possibilities.