

Bambino Ltd

Admissions Policy

Version	Date	Author	Comments
1.0	07/2008	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control
1.2	20/03/17	Sharon	Reference to the funded hours and amendments to the para on equality policy

Admissions Policy

Statement of intent

It is our intention to make our nursery accessible to children and families from all sections of the local community. 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.

Aim

We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures.

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

- We ensure that the existence of the nursery is widely advertised in places accessible to all sections of the community, from Google and Facebook right through to the local village booklets of the surrounding areas, and our website.
- We describe our nursery and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We operate an Inclusion, Equality and Diversity 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 and registration form. 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, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- In the event of any sessions being oversubscribed, we operate a waiting list and offer vacancies on a 'first come, first served' basis.
- On their third birthday, children will automatically become eligible to attend nursery free of charge for up to 11 hours a week.

- Three and four year olds who are also eligible for the further 11 funded hours must apply to the local authority for an eligibility code. We offer a limited number of these places due to space restrictions.
- Failure to regularly confirm eligibility as per the local authority regulations will result in parents being charged for their child's additional 11 hours at the standard nursery rate.

Please see also "Charging Policy."

