



## 6.1 Admissions Policy

### Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

### Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and provided in different community languages and in other formats on request.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its 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 will endeavour to put the appropriate support in place for children and/or parents with disabilities to take part in activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting and, as far as is practical and in the interest of the children, we are flexible about attendance patterns in order to accommodate the needs of individual families, for example in the number and combination of hours they attend each week.
- Nursery Education Funding (NEF) is provided from Government via the Oxfordshire County Council. Every child is eligible for up to 15 hours funded per week for 38 weeks a year from the term after they turn 3 years old. The setting will provide the necessary documents in order to claim for this funding.
- New 30 hour funding is provided from the Government via the Oxfordshire County Council. Not every child is eligible and parents must apply online and provide the setting with an eligibility code. The setting reserves the right to limit the amount of 30-hour claimants.
- By Government policy, you can share your NEF hours between two settings. However, we request a minimum of 6 hours per week attendance in our setting to claim the minimum of 3 hours per week NEF funding.
- The Nursery charges a fee for children attending the setting who do not qualify for Government funding, or if they attend more than the funded hours. (These fees are outlined separately.) However, our priority is to provide NEF funded places.
- The Nursery requests a 'voluntary contribution' towards the shortfall in government funding from parents of children in a NEF funded place.
- We try to accommodate parents' admission requirements with fair and clear procedure however any disputes in relation to this will be dealt with at the discretion of the Nursery Committee.

### Admissions

- We accept children from 2 years old up to school age subject to available spaces.

- We accept new children throughout the year as they become eligible. This may be at the start of the term or during it depending on ratios.
- Once a completed application form has been received and the administration fee paid, we arrange our waiting list on a date of registration basis.
- In addition our policy may take into account the following:
  - Start date requested
  - Particular circumstances affecting the family
  - Referrals from outside agencies
  - Siblings previously or currently attending the pre-school
  - The balance of the group as a whole
- Available sessions will be offered to children already attending the setting before being offered to children from the waiting list
- We offer funded places in accordance with the Code of Practice for Oxfordshire County Council and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- A minimum notice of half a term is required, in writing to the registrar, if a child is to be withdrawn from the setting. Failure to do so may incur a full half term's fees.
- If a parent/carer wish to change their child's session, this request should be put in writing to our Registrar who will accommodate where possible.
- Our Registrar will respond to any queries within a reasonable time scale.
- Any offer requires a response from the family, either by accepting or declining the place, by a deadline. Offers will be made by email where possible. Reasonable attempts will be made to contact the family by phone or in person, if no email response is received by the deadline. If no written response is received within 48 hours of the deadline, regardless of whether the Registrar has managed to contact the family, the child's place on the waiting list may be forfeited.
- We will not discuss another family's registration with other families.
- Our admissions policy is separate to that of Shiplake CofE school and children attending Shiplake Village Nursery will still need to apply for a school place via OCC and meet the chosen schools admissions criteria.

**Policy Review Date: 05/02/2019**