

## ADMISSIONS POLICY

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### Policy Statement

We believe that everyone at Snowy's should be happy, safe and be part of a community where there is respect and value for the unique individual. Snowy's will ensure that admissions into our nursery and pre-school take account of the individual's needs and circumstances. We use clear procedures for admissions before any child starts with us.

We want to reassure parents and carers that Snowy's is committed to ensure a smooth admission process for everyone involved, both children and adults. This policy ensures that families and other professionals understand the importance and value of a consistent, well supported admission into our setting.

- Snowy's accepts children from 2 years up until they start school. When allocating children places, we first offer places to children who can start the soonest. Snowy's cannot block/reserve places for people who want to start or increase their sessions much later in the year, and parents/carers who have put their child's name on the waiting list in advance will be advised of whether their child has a space one month before their requested start date.
- Free early education and childcare is available to all 3 and 4-year-olds living in England. At present they are entitled to 15 hours per week for 38 weeks of the year.
- As of September 2017, the Government extended the free childcare entitlement for working parents, to 30 hours per week for 38 weeks of the year.
- Eligible 2-year-olds are entitled to up to 15 hours free childcare a week.
- Snowy's accepts children who are using the government funding detailed above and fee paying children. All sessions are offered subject to availability, and we reserve the right to limit the number of 30 hour funded places we offer. Any sessions not covered by funding will be charged at Snowy's normal rate. Please see the Charging Policy for further details.
- Snowy's can accept up to 28 children in each session (12 maximum in the Nursery Room and 16 maximum in the Pre-School room), but Snowy's reserves the right to limit any session to fewer children for operational reasons. Once a session is full, we will operate a waiting list and allocate places according to the priority order detailed later in this policy document.

### Information

- We ensure that information about Snowy's is accessible, in written and spoken form. Snowy's has access to a telephone interpreter service, which can be used to facilitate communication with parents/carers if required.
- We describe Snowy's and our practices in terms that make it clear that we welcome both fathers and mothers, other relations and other carers, including childminders.
- We describe Snowy's and our practices in terms of how we treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe Snowy's and our practices in terms of how it enables children and/or parents with disabilities to take part in Snowy's.
- We request information on a child's special needs through the application form, so that we can discuss these further with the parents/carers and make the necessary arrangements to meet the child's needs prior to starting at Snowy's.

- We make our Valuing Diversity and Promoting Equality Policy widely known.

### **Classrooms and Placement of children**

Snowy's operate two classrooms, providing up to 2 sessions a day in each classroom. Subject to demand, the Nursery may open for up to 10 sessions per week. If there is insufficient demand to open the Nursery for a session, all children will be combined within the Pre-School classroom, with the appropriate number of staff.

### **Receipt of Application form**

- Snowy's can accept children from 2 years to school age. Children will be accepted onto our waiting list from a younger age; however, this will not guarantee them a place.
- Upon receipt of an application form, the Manager will contact the family to acknowledge receipt and discuss next steps.
- Children can only be offered the sessions for which there are vacancies at the time, although we will try to offer parents the sessions of their choice.
- If vacancies exist, children will be allocated to these vacancies on a "first start, first served" basis.
- Once a waiting list is in operation, Snowy's will allocate places to children in the order in which they were placed on the waiting list, although priority may be given to emergency placements.
- The Manager will contact the family to advise them that they have the sessions requested or will offer alternative sessions. At that point, the Manager will send out an Information Pack to the family.

### **Links to Other Snowy's Policies and Procedures**

- Registration and introduction information pack
- Role of a Key Person Policy
- Charging Policy
- Valuing Diversity and Promoting Inclusion and Equality Policy
- Complaints policy

### **Legal Reference and Context Including Web Links**

- Early Years Statutory Framework 2021: [Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- Government funded childcare: <https://www.norfolk.gov.uk/children-and-families/childcare-and-early-learning/free-childcare-and-learning>
- Early Years Outcomes (non-statutory document): [Department for Education \(foundationyears.org.uk\)](https://www.foundationyears.org.uk)
- SEND Code of Practice 2014 for the Early Years: [www.gov.uk/government/publications/send-guide-for-early-years-settings](https://www.gov.uk/government/publications/send-guide-for-early-years-settings)