

ADMISSIONS POLICY



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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.

We ensure that our setting is widely advertised in places accessible to all sections of the community and that information about our setting is accessible, user-friendly and where appropriate provided in different languages and formats on request.

Our admission and charging policies are issued to all families as part of the registration process. They are also available on our website along with our fees.

Snowys Nursery and Preschool is registered to care for up to 24 children between the ages of 2 and 4 years old. Each of our 24 spaces are available to funded children and no restrictions applied.

We maintain a waiting list system for children for when we are full or who want to start at a future date. Children will be added to the waiting list once we receive an application form. It is recommended that your child attends a minimum of two sessions per week.

We have three intakes throughout the year (September, January and April). We allocate spaces on a first come first served basis, however, if there are more requests for places than available, the following criteria will be used:

- An existing child increasing their sessions
- Brundall village residents will be given priority
- A new child joining with an existing sibling at the setting (attending at the same time)
- A looked after child
- A new child on a first come first served basis based on the date added to waiting list

We offer early years education to families 38 weeks of the year term time only. We work with parents to ensure that as far as possible the sessions that can be taken as funded provision are convenient for parents' working hours. The funded hours can currently be claimed with us Monday to Friday, 8.45am to 3.15pm.

Families accepting a 2-year-old funded place will be able to claim the entitlement until their child is eligible for either the 3-4-year-old funding universal entitlement or working parent entitlement. Funding cannot be claimed during our lunch period.

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 Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

As part of the registration process, parents/carers are required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the

funded entitlement. A copy of the birth certificate will be retained on the child's file at the setting in accordance with the Data Protection Act and General Data Protection Regulations.

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND and how we support families to choose the right setting for their child with SEND. Please refer to our SEND Policy for further information.

We will:-

- follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice.
- monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review.
- provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary.
- utilise the SEN inclusion funding and Disability Access Funding to deliver effective support.
- publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

We aim to identify all 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. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

We work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we seek parent/carers consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

To ensure a smooth transition for the child, we work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

We are an inclusive setting. We actively promote equality of opportunity and anti-discriminatory practices for all children. We treat all children with equal concern and respect and give all children in our care the opportunity to reach their full potential.

We value and respect the different racial origins, religions, cultures and languages in our multi-ethnic society so that each child is valued as an individual without racial or religious stereotyping. We will not discriminate against children on the grounds of background, gender or disability/learning difficulty.

Links to other Snowy's Policies and Procedures

- Registration and Welcome Pack
- Role of a Key Person Policy
- Charging Policy
- Valuing Diversity and Promoting Inclusion and Equality Policy
- Complaints Policy
- GDPR 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/uploads/system/uploads/attachment_data/file/90261/early-years-statutory-framework-2021.pdf)
- 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