

Admissions Policy

At Freshlings Nursery (UCSP) we care for children between the ages of and 3 months to 5 years.

It is our intention to make our setting accessible to children and families from all sections of the University of Plymouth, local community through a fair and clearly communicated procedure.

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.

The nursery uses the following admission criteria, which is applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
4. University of Plymouth staff or student
5. Children who have siblings who are already with us

For children under 2 years we ask that they attend full time spaces. We operate a waiting list and places are offered on an availability basis based on our occupancy.

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 are flexible about attendance patterns to accommodate the needs of the individual children and families, providing these do not disrupt the pattern of continuity in the setting

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, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding must offer the funded places for *two/*three to five year olds for early learning sessions specified by the local authority. At Freshlings Nursery we currently provide government funded places for children; this is 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. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

This policy was adopted on	Signed on behalf of the nursery	Date for review
December 23	[Signature]	December 24