



Education, Encouragement, Enjoyment

Meadow Nursery School
Policies and Procedures



Safeguarding and Welfare Requirement: Information and Records

10.1 Admissions

Policy statement

Meadow Nursery School is registered with OFSTED to provide sessional care and nursery education for up to 30 children aged between 2 and 5 years. Children are usually admitted at the start of each term and are accommodated in groups according to their normal date of admission into full time school.

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 and provided in written and spoken form.
- Registration at Meadow Nursery School is open to all pre-school children on completion of a written/downloadable Registration Form. For all children an administration fee is charged, which remains non-refundable unless the nursery cannot honour the placement (or unless the child is eligible for 2 year old funding).
- Where needed in order to optimise the nursery's intake or when available places are limited within any term's intake, the following criteria will apply when offering sessions:
 - a. Age of child
 - b. The date of registration
 - c. If two or more children were registered on the same day, places will be offered first to siblings of children who attend/have attended Meadow Nursery School. Siblings are defined as children who share one or both parents and who live at the same address.
- To ensure **all** children benefit from their time at nursery, it remains at the Nursery's discretion to limit the number of 2 year olds per session.

- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- If at any point a child is appearing to be in need of support, having not responded to the general strategies used for all children, the provider has parental permission to seek external advice and support from other professionals, such as the Early Years Inclusion Advisor and/or Health Visitors. Such support is likely to involve observation, advice and signposting. Should the need arise for external support, parents will always be consulted in advance and informed at each stage. The need of the child is paramount and by registering with the setting parents are giving the setting the authority to seek the appropriate individual support.
- The setting treats each child as a unique individual and does its utmost to meet the needs of each child. Where additional or special educational needs are identified, the nursery will make every reasonable adjustment to ensure those needs are met in accordance with the Equalities Act. The nursery will pursue any necessary funding procedures to gain extra 1:1 support for any child with identified special educational needs. If funding does not cover the actual cost of additional support, the nursery will make every effort to finance the shortfall.
- In order to prepare for your child and meet his/her needs, the nursery requires as much detail as possible about your child prior to a place being offered, including any information or concerns around any current or emerging additional needs.
- Once a place has been offered and declined, it will only be offered again at the discretion of the Admissions Officer and the Meadow Nursery School Management Committee.
- Meadow Nursery School Management Committee reserves the right to refuse to offer a place if it considers there is a valid reason to do so.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)

This policy was adopted at a meeting of	Meadow Parents' Association Committee Meeting
Held on	31 st March 2014
This policy was reviewed and amended	January 2018
Date to be reviewed	January 2019
Signed by Chair	
Name	Annette Medhurst
Signed by Nursery Manager	
Name	Debbie Hill