

# Admissions Policy

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, flexible 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 the information about our setting is accessible, in written and spoken form.

We describe how our practices have regard for each child and their family's needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.

We accept children from 3 months up to 5 years and consult with families to ensure we accommodate a broad range of individual needs. We require a minimum of 3 sessions per week to assist children with settling in.

Once a visit of the nursery has taken place a registration form and a copy of the current pricing structure, along with our terms and conditions will be given to the parent/carer.

Upon receiving a completed registration form and registration fee we will give the parent/carer a copy of our policies and reserve the required sessions. If a session is not available the child can be added to our waiting list. We arrange our waiting list based on the date of registration. In addition our policy may take into account the following:

- The vicinity of the home to the setting,
- Siblings already attending the setting,
- Parents/carers seeking extended childcare over a 51 week period.
- A minimum of 3 sessions must be adhered to even when on the waiting list for a specific session.

We will liaise with the parent/carer to arrange the pre-start visits for the individual child.

We emphasise the importance of sharing information about the child regarding any dietary requirements, physical or special educational needs or any other matter that may affect your child whilst at Sunny Socks. We ensure all information is completely confidential.

We ensure all parents/carers have access to the information regarding free entitlement funding. Our setting spreads the free hours over 51 weeks of the year to be taking within our sessions and in line with our pricing structure. We offer a limited number of entirely free places for eligible 2, 3 and 4 year olds at set times. Once the free places have been filled our waiting list will be operational. Priority will be given to children from Brixworth who would otherwise be financially unable to attend the setting. No registration fee is required for entirely free places.