

# Admissions Policy

EYFS: 3.28, 3.57

It is the intention of Dandelion Day Nursery and Kids Club to ensure that our provision is accessible to children and families from all sections of the community between the ages of 0-14 years of age.

Dandelion Day Nursery and Kids Club operate a policy of inclusion and equality that ensures all children have access to Nursery and Kids Club places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Statutory Requirements for the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the nursery.

When allocating a place at Dandelion Day Nursery and Kids Club the following factors are taken into consideration:

- The age of the child.
- Reason behind requirement for care (work/socialisation).
- Children who are eligible to access the Early Years Entitlement (EYE) funded hours are given precedence when allocating places for children between the ages of 2 and 5. EYE places will be offered in accordance with the statutory guidance “Delivering Early Year Entitlement in Lincolnshire”
- When a waiting list is in operation a child requiring a full-time place may have preference over one requiring a part-time place, dependent upon parents/carers work commitments, occupancy and room availability or to meet individual children’s needs i.e. specialist medication where training would be required prior to admission or time required to source specialist equipment.

Prior to a child attending nursery, parents/carers must complete an Enquiry Form. Completion of the Enquiry Form implies consent for Dandelion Day Nursery and Kids Club to store the requested information in accordance with current data protection regulations. The applicant will receive an email to confirm receipt of the completed form.

Dandelion Day Nursery and Kids Club will endeavour to update applicants of availability within three working days, on the occasions where there is a delay in the allocation process the applicant will be advised by either email or phone.

Dandelion Day Nursery and Kids Club are committed to providing parents/carers with their preferred sessions when possible, however, if preferred sessions are not available, we may offer an alternative.

If, due to lack of availability of requested hours, the applicant may request to remain on the waiting list. Dandelion Day Nursery and Kids Club will contact the applicant at regular intervals to provide updates on availability and confirm that the place is still required.

Dandelion Day Nursery and Kids Club will contact applicants by telephone when a place has been allocated, this will then be followed up with a confirmatory letter.

\* On acceptance of a place at Dandelion Day Nursery and Kids Club, you will be required to pay a £25 non-refundable fee that covers the administration costs involved in setting up your child's place. For families of more than one child we will only ask for one £25 fee.

\*A deposit of £100 will be required if the requested start date is more than 28 days from date of acceptance of a place.

*\*This is not applicable for children that are accessing purely funded hours.*

It is Dandelion Day Nursery and Kids Club policy that all new starters at the setting have two settling in sessions before their first contracted sessions, these sessions are at no cost to the parent/carer and normally last for an hour.