Admissions Policy

Safeguarding and Welfare Requirements / 3.68, 3.72

All children are welcome to apply for admission to our Day Nursery. The criteria considered when deciding whether a child can be offered a place at Skylark Day Nursery are as follows:

- Availability of spaces will firstly take into account: staffing, safeguarding and welfare requirements, the age of the child and the registration requirements.
- Priority will be given to children who are siblings of those already attending.
- The date the application is received.
- The setting's ability to provide the facilities for the welfare of the child.
- A child wanting a full-time place will usually be given preference over one requiring a part-time place.
- If a place is not immediately available, parents/carers will be offered a place on the waiting list and be given an approximate date for joining.
- Eligible children wishing to take up the free entitlement (15 hrs for two year olds, 15 or 30 hrs for three- and four-year-olds) will be offered a place for 38 weeks as per the Funding Free Early Education (FFEE) 38-week term-time dates. Parents/carers will be informed of the hours available when they apply to the setting. Parents will receive information regarding stretched entitlement and a funding application form.
- Parents/carers who do not take up a place at the agreed time may have their place withdrawn.
- Skylark Day Nursery reserves the right to withdraw a child's place in the event of inappropriate parental/carer behaviour or non-payment of fees.
- All parents/carers must adhere to all Skylark Day Nursery terms and conditions and all the setting's policies and procedures.
- On admission we will ask to see the child's birth certificate or other evidence that proves their date of birth, this will be used for future funding applications.
- Confirmation of a place and a start date will usually be confirmed via email and all children will be offered the opportunity of a transition visit before the start date. During the transition meeting the parent/carer will have an opportunity to meet the child's Key person/Key team and discuss the needs and routines of the child.
- Any information that we hold on a child will be kept confidentially in line with the General Data Protection Regulations (2018). This information will only be retained as legally required.
- Any queries regarding admission should be emailed **admin@skylarkdaynursery.co.uk** and will be dealt with by the management**.**
- THIS POLICY WILL BE REVIEWED ANNUALLY February 2022