

Admissions Policy

At Fun Foundations we care for 61 children between the ages of 6 weeks and 12 years.

The above is in accordance with the legal space requirements from statutory guidance e.g. NMS, and is the overriding policy in respect of admissions.

The nursery will use the following admission criteria which will be applied in the following order of priority:

- Children who have siblings who are already with us
- Children of staff
- A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/ Common Assessment Framework
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.
- A child known by the local authority to have special educational needs (SEN)/Additional Learning Needs (ALN) and whose needs can be best met at the preferred nursery
- Looked after children
- Children whose parents live within the area.

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.

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.

The nursery operates a waiting list. Parents will be offered a placement as the place arises. If this place is refused/ deferred families will move to the bottom of the waiting list.

Deposits are non-refundable if families do not take the place that is offered to them once available.

This policy was adopted on	Signed on behalf of the nursery	Date for review
9/01/19	A. Ferguson.	January 2020