

## Admissions Policy

<b>This policy was adopted from</b>	<b>Signed on behalf of Twickenham Park Riverside</b>	<b>Date for review</b>
Policies from 20/21	Guy Mitchell	September 2022

Twickenham Park Riverside is registered for 69 children between 3 months and 4 years.

The above statement is taken from the registration document and is the overriding policy in respect of admissions.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

- Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements
- 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
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family.

The nursery operates 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.

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two to four year olds for the sessions specified by the local authority. At Park Riverside we currently provide a maximum of 10 free funded places (five 2 year funded places and five 3 year funded places) available for children subject to availability. These places will be allocated on a first-come, first-served basis and can be booked a term in advance. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's second/third birthday depending on the funding they are eligible for.

All funded sessions are now in line with the flexible arrangement as specified by the Government. However, we are also required to meet the legal requirements according to the Early Years Foundation Stage. We therefore are only able to offer 2 sessions per day for funded places to ensure we meet the legal ratio and staff deployment requirements. When you register your child for their funded place we will discuss the funded hours with you to meet your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes.

Notice period: One full calendar months' notice (to the end of the current month and all of the following month) is required.

If your funding is denied or you are no longer eligible for 30 hrs then you are responsible the full nursery fees. If you have a funded place and leave before the end of the term, you will not receive any of the funding back. Funding is not transferable. You child must attend the setting on or before the local borough's 'headcount day' and a parental declaration form must be completed every term.

Attendance for funded children is monitored and if you do attend regularly, we reserve the right to terminate your place.