

## **Admissions Policy and procedures**

The nursery is committed to excellence in the care of children in their learning, education and achievements. We provide a warm, caring, friendly atmosphere and a safe environment in which every child matters.

The nursery adheres to the specified indoor space required for each child as laid out in the current EYFS statutory framework. It is at the nursery's discretion how places are allocated in relation to ages of children; however as a provider the nursery must meet the following requirements:

- Children aged under two years: 3.5 m<sup>2</sup> per child
- Children aged two years: 2.5 m<sup>2</sup> per child.
- Children aged three to five years: 2.3 m<sup>2</sup> per child.

Wivenhoe Park Day Nursery caters for the children of University of Essex students, staff members (including Parkside tenants, staff of Derwent fm and the Innovation Centre staff) and the general public. This Admission Policy provides details of the application process and priority allocation of places for Wivenhoe Park Day Nursery.

All Nursery places, regardless of whether for a student, member of staff or member of the general public, are subject to availability.

### **Enquiries**

On enquiry a visit (or a virtual tour during a pandemic) to our setting is arranged. This can be booked online via our website. This will enable you and your child to meet us and to view the nursery.

If you wish to apply for a place for your child/children at the Nursery you will need to complete the Application to Join form provided in the information pack, and submit it with a copy of your child's/children's birth certificate and the registration fee of £30.00, as well as a signed copy of our terms and conditions before we can consider your application.

If you are expecting a baby, you should provide a copy of the birth certificate as soon as is practical following the birth.

Please note that children must attend a minimum of two half day sessions, in order for us to provide continuity of care in the best interest of the child.

### **Priority for Allocating Nursery Places**

Priority for places is given in the following order;

- Students - Applications received from University of Essex student parents and carers.
- Siblings - Parent/s and carer/s who already have a child attending the setting will be given priority when applying for a place for a sibling.
- All remaining available sessions will be offered to applicants in date order of receipt of application.

### **Term Time Only Places**

We offer a limited number of term time only spaces for students. Please contact us for further details.

### **Fully Funded Places**

Subject to availability, we offer fully funded places for children from the term after they reach the age of three. We accept Two Year funding subject to government eligibility.

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds?step-by-step-nav=f237ec8e-e82c-4ffa-8fba-2a88a739783b>

Please contact us for any further details.

### **Offer and Acceptance**

If a place is available when we receive your application form we will contact you with an offer of a place for your child. We will endeavour to meet your childcare requirements in full, but if we are unable to do so, we will offer you alternative available spaces.

The first month's fees will be payable in advance (with exception of staff members whose invoice is due on 28<sup>th</sup> of each month) and will be invoiced to you a couple of weeks before your child is due to start.

If you subsequently do not take up your child's place, we reserve the right to retain the £30 fee you have paid. This is because we have held the place for your child and have not been able to offer it to another child.

When the booking process is complete, a legally binding agreement (also known as a contract) will be formed between Wivenhoe Park Day Nursery and the parent/s or carer/s. Once the contract has been formed, it may only be ended as set out in our Terms and Conditions.

### **Settling in Sessions**

Once you have gained a place for your child, we will arrange two free settling in sessions for you and your child, prior to your child's start date. Ideally these take place during the week before their start date \*This offer may vary during a pandemic .

These sessions provide an opportunity for you and your child to get to know their key person and the setting.

The key person will complete your child's All About Me form with you and will be able to get to know your child before they start the nursery. You are required to stay with your child during the settling in process. If necessary, more settling in sessions may be offered at the discretion of the nursery.

### **Student Parents**

We recognise that you may not be able to visit the nursery prior to applying for a place and that you may not have had your timetable of academic study confirmed prior to your child commencing at the nursery. We endeavour to remain flexible regarding the sessions you require during the start of the academic year in order that you are not disadvantaged regarding your childcare requirements.

### **Inclusion and Equality**

The nursery has an Inclusion and Equality Policy and ensures that all children have access to nursery places and services irrespective of their gender, race, colour, disability, nationality, ethnic or national origin, religion, belief or sexual orientation of parents/guardian/carer.

We have a legal obligation under The Special Educational Needs and Disability Act 2001 to consider applications for places for children designated disabled or disadvantaged, using as far as possible the same criteria as for all other children. We will carry out an additional assessment of the child's individual circumstances and requirements, and then fully consider our ability to meet their needs.



Our prime objective is to provide a standard of care that ensures the welfare of all the children at all times.

The nursery reserves the right not to offer a nursery place in extenuating circumstances where the child's welfare, or the welfare of his/her family, may be affected.

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<b>Reviewed on behalf of the nursery by</b>	Ella Frost/ Dawn Saunders	
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