



## **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, family atmosphere and a safe environment in which every child thrives.

The nursery adheres to the specified indoor space required for each child as laid out in the current OFSTED statutory framework. It is at the nursery's discretion how places are allocated in relation to age 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: 2.0 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 Luff Hall and the Innovation Centre staff) and the general public. This Admissions 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 and feedback on potential availability, a visit to our setting is arranged. This will enable you and your child to meet us, view the nursery and ask questions about our provision.

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, and submit it with a copy of your child's/children's birth certificate and the registration fee of £10.00, as well as a signed copy of our terms and conditions before we can consider your application. The £10 registration can be waived in exceptional circumstances at the manager's discretion.

If you are expecting a baby, you can apply using the expected date of delivery, you should then 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
- **Staff** - Parents/ carers 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 only**. Please contact us for further details.