



KINGSWAY PLAYGROUP & PRE-SCHOOL CENTRE

ADMISSIONS POLICY

At Kingsway Playgroup & Pre-School Centre we care for up to 32 children between the ages of 2 and 5

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the nursery.

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

1. Children who have siblings who are already with us
2. Children whose parents live within the area.
3. Looked after children
4. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
5. 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.

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.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two to five year olds for early learning sessions specified by the local authority. At Kingsway Playgroup & Pre-School Centre we currently provide free funded places for all eligible children, subject to availability.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When a child is registered for their funded place we will discuss their needs and, as far as possible with availability and staffing arrangements, we will accommodate the parents/carers wishes.