



Admissions

Policy Statement

We aim to make our setting accessible to children and their families from all sections of the community, through open, fair and clearly communicated procedures. We do not have a catchment area. We have a website with a wealth of information, which is updated regularly.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community – this is usually through websites such as our own, Ofsted and East Sussex County Council.
- We ensure that we provide information about our setting, where necessary obtaining translated written information, if required and when possible.
- We operate on a first come, first served basis. Once families have visited us, completed a registration form and paid the £25.00 deposit, they will be placed on our register or waiting list (if we don't have a space on the day requested).
- If a child is eligible to start (2.5 years old) we will only hold a booked place for 1 term (as we normally have a waiting list). After this time, we cannot guarantee this place.
- Through policies, our website and spoken word, we describe our setting and its practices in terms that make it clear that we welcome fathers and mothers, other relations and other carers, including childminders.
- We are fully inclusive and aim to meet all our children's individual needs that may arise from disability, cultural identity, special educational needs, social background, religion, ethnicity or from English being a newly acquired additional language or not spoken.
- Prior to starting, we request that every child has a completed and signed registration form, giving permissions and vital information about each child. This forms a contractual agreement between Parents and St Mary's Nursery.
- Before starting at our setting children are entitled to two free 1 hour settling in sessions, these must be arranged in advance with the nursery Supervisors and communicated to the Administrator so that billing plans can be adjusted accordingly.
- We are aware of the ethnic background of children joining the group and ensure that our environment and equipment are representational of social diversity.
- Paper copies of all policies can be requested, and all key policies are fully accessible on our website.

- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- We are in receipt of EYEE funding for eligible two, three and four-year olds. We offer funded hours if we have space and advise parents that they can share their free hours between us and other early years settings, so that they can claim their full entitlement.
- We offer a limited number of EYEE funded places to parents in receipt of the 30 Hours funding – parents should check with the Nursery before committing to a place that we have availability to accommodate this, please also see our Fees Policy.
- Our EYEE funding offer runs from 9:00-11:30 and 12:30-15:00 daily. We apply our normal rate outside these times.
- The funding only pays for your child’s care, due to this there will be an extra charge for food and resources.
- We allocate each family a Key Person so that they can be of continual support to the family throughout their time with us.
- Please Note: As we staff on a termly basis, we require 4 weeks written notice if you wish to delay your child’s start date. If you do not provide us with notice, an invoice will be generated from the date you have requested, and you will be responsible for making the termly payment for the hours you have stipulated.

This Policy was reviewed by	Rebecca Drake & Management Team
This Policy was adopted by	Staff and St Mary’s Nursery Committee
Signatory (Committee Chairperson)	Kate Shilling
Date	September 2023
Review Date	September 2024