Nursery School Hartlebury

Admissions

EYFS: 3.28 – 3.31, 3.55, 3.58

At **Little Moors Farm Nursery,** we care for children between the ages of **6 months** and up to approx. **8 years.** (Occasionally having older children in the school holidays)

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 use the following admission criteria, which is applied in the following order of priority:

1. Looked after children
2. 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
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

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 a waiting list and places are offered on an availability basis.

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.

At Little Moors Farm Nursery, we are registered to accept government funding (detailed in the code of practice for Worcestershire early years) and we must offer free places for under two*two/*three- to five-year-olds for early learning session.

At **Little Moors Nursery** we currently provide free funded places for children and this is 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. To reserve your child's place, you need to fill in and complete a child

registration document; by doing so you are entering into a contract for that terms place together with us **Little Moors Nursery** and the local authority for that terms funding.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will try to accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

This policy was adopted on	**Signed on behalf of the nursery**	**Date for review**
26/04/2022	*E.knight*	*26/04/2025*