General Admissions and Free Entitlement Policy

At **[*Insert provider name*]** we care for **[*insert number of children*]** children between the ages of **[*insert age*]** and **[*insert age*]**.

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 setting operates a first come, first served policy for admissions. However, in cases of high demand and/or simultaneous application for a place we will use the following admission criteria, 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 Local Authority/Common Assessment Framework
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 will have preference over one requiring a part-time place. This is dependent upon nursery commitments, occupancy and room availability.

We operate an inclusion and equality policy and ensure that all children have access to childcare places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending childcare, parents must complete and sign a contract and registration form. These forms provide us 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.

**Free Entitlement (FE) for two, three and four year olds**

At **[*insert provider name*]** we currently provide **[*insert number*]** free funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance of your child reaching their initial eligible start date. This is the beginning of term following your child’s second\* or third birthday for two year old FE and universal three and four year old FE. For the Extended Entitlement for working parents, this is once you have received your validity code from the DWP.

If your child is already in attendance at our nursery before this date, you can register your interest in your child accessing a funded place when they become eligible, however places cannot be secured more than a term, as explained above. If all allocated free entitlement places are full, your child will be placed on a waiting list and spaces will be allocated in chronological order, taking into account the admissions criteria set above.

If you are eligible for the three and four year old extended entitlement\*\*, the same admission criteria applies for these hours as above.

If you cannot access all your child’s required free entitlement hours at our setting, you are able to split your child’s hours across two different childcare providers in one day. As a community setting we have made successful links with other local providers to help you. Please speak to a member of staff for more information about this.

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.

\**two year olds must meet eligibility criteria.*

*\*\*families must meet eligibility criteria.*

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| **This policy was adopted on** | **Signed on behalf of the provider** | **Date for review** |
| *[Insert date]* |  | *[Insert date]* |