

# Abacus Nursery - Admissions

EYFS: 3.28, 3.57

At Abacus Nursery we care for 36 children between the ages of three months and four years.

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, our facilities, the age of the child and any registration requirements.

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

1. Children already attending have priority on increasing days for continuity of care
2. Children who have siblings who are already with us
3. When the application is received (extra weight is given to those who have been on the waiting list the longest)
4. The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
5. Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.
6. Looked after children
7. 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
8. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
9. Children who have siblings who are already with us
10. Children whose parents live within the area.

Equality and inclusion:-

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. Under the Equality Act 2010, we remove any barriers to early education by giving particular consideration to disadvantaged families, looked after children, children in need and children with disabilities or special educational needs, working with parents to give each child support to fulfil their potential.

Procedure:-

Parents can make initial contact via our website, by email, telephone or by turning up at the front door. We initially respond to any interest by giving a prospectus (in person, by post or by email) and encourage those parents who haven't already had a look to view our website to get a feel of our ethos. Once we have ascertained our availability from asking the Child's DOB and the sessions/days required, we invite prospective parents to visit us. We do not invite those parents where it is obvious we cannot accommodate their needs, not only would this be a waste of time for both parties but more importantly keeps visitors/disruption to our existing children to a minimum. Prospective parents are encouraged to bring their child with them if

possible at a time that is convenient to both parties but ideally steering clear of meal times, first thing in the morning and at the end of the day - 10am or 2pm is ideal.

Where a visit is agreed the following information is noted in the diary:-

- Time of visit
- Parents name and contact number
- Child's name and DOB
- Days/sessions required along with any other information we have shared i.e. we are full on a Wednesday.

We recognise the importance for parents to receive all the necessary information to help them make the big decision on where best to place their child. To this end our 'show arounds' are carried out by management who are not normally in ratio and have plenty of time to welcome parents into our setting and show all areas of the nursery, providing information about all aspects of care, learning and play at Abacus. We welcome questions and giving more in-depth information about areas of interest/ or to meet specific needs. During the visit parents are introduced to staff and given an outline of what (and why) makes up a nursery session. We encourage the parent(s) to stay a while, to get a feel of the nursery.

Taking up a place:-

Prior to a child attending Abacus parents are given (by hand/post):-

- an 'Application for care' which provides the nursery with personal details relating to the child e.g. Child's name, DOB, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.
- A copy of our Fee Policy and Procedure to ensure parents are aware of our prices/expectations in advance of starting.
- a welcome letter detailing the sessions/days agreed, start date and the procedure/time frame for applying for a place. This includes information regarding our 'settling in' procedure

A £50 admin fee is also required to secure the space.

This can be completed immediately for those parents deciding they want their child to attend Abacus and want to start ASAP. To secure a place some parents will accept other sessions and go on the waiting list for the sessions they ideally want. This may mean waiting until September when more places become available with our 'big' children leaving to start School. Remaining children already attending Abacus will have first choice on the sessions/days they require.

On receipt of a completed form and admin fee a child can start or a place is reserved. A 50% (of fees) retainer can be paid to 'hold' an available place to start at a later date.

To ensure all the necessary paperwork is collected and the procedures in place to welcome a new child are carried out a 'new child admittance check list' is started. As each element on the list is carried out it is ticked to show it has been completed.

'Settling in' sessions take place ideally on the three days leading up to a child's start date. We ask that only one parent supports this transition to reduce the additional upset of both parents leaving. See our 'Settling in' Policy for full information.

Early Day Assessment paperwork completed by the child's Key person and shared after each session with the child's parents, monitors and records wellbeing etc for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup> and 20<sup>th</sup> session. These are photographed and added to Tapestry. Along with information in the form of a 'What to expect when' questionnaire completed by parents helps the key person produce a child's starting point to ensure the activities available/planned support each child's development.

A Home visit can be arranged if the transition to Nursery is difficult and the child doesn't settle quickly.

#### Early Years Entitlement (EYE):-

We are registered to accept EYE for 2, 3 and 4 year olds. In line with the Somerset Code of Practice we provide one totally free funded place, 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. Thereafter funded hours can be accessed and will incur a small charge to cover the cost of the extra services we include as part of our strive to provide 'Outstanding' childcare. Please note admissions for the free nursery education we have a termly intake, beginning the term following your child's \*second/\*third birthday.

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 accommodate your wishes.