

Admission

At New Beginnings we aim to make our Nursery accessible to and inclusive of children and families from all sections of the local community through open and fair procedures. Our nursery and its practices are described in inclusive terms to make it clear that we welcome both fathers and mothers, other relations and other carers, including childminders. This is regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

At New Beginnings, we accept children between the ages of 3 months to 5 years old. Children who are eligible for Funded 2's free places are also accepted. However, please be aware that New Beginnings is registered to care for 40 children at any one time and so admissions to the nursery may be dependent on spaces available as specified by our registration.

When a child is registered with new beginnings they will be allocated to one of the appropriate rooms within the nursery dependent on the child's age.

Please be aware that the nursery follows a strict child/adult ratio, as required by law. These are as follows:

- 1) Under 2 years – 1:3 ratio
- 2) 2 years – 1:4 ratio
- 3) 3+ years: 1:8 ratio

We aim to make information about our nursery accessible in written and spoken form and, if possible and requested, in different languages.

Matters taken into consideration when deciding which child can be offered a place in the nursery are:

- 1) Referrals from outside agencies
- 2) Availability of spaces considering the staff/ child ratios, the age of the child and the registration requirements
- 3) Previous or current attendance of a sibling at New Beginnings Nursery
- 4) The balance of the group as a whole
- 5) The vicinity of the home to the Preschool
- 6) How long children have been on the waiting list
- 7) A child requiring a full-time place will usually have preference over one requiring a part time place
- 8) The nursery's ability to provide the facilities for the welfare of the child
- 9) Extenuating circumstances affecting the child's welfare or his/ her family

Parents are asked to specify preferred days and hours and give reasons if appropriate.

Any offer requires a response from the family, either accepting or declining the place, by a deadline. Offers will be made by email where possible. If no response is received by the deadline, the administrator will attempt to make one phone call to the family. If no written response is received within 48 hours of the deadline, regardless of whether

the administrator has managed to contact the family, the child's place on the waiting list may be forfeited.

Any family applying will be offered places according to the requirements stated above.

We will not discuss another family's registration with other families.

The management and administrator make every effort to be fair and to accommodate as many children and their families' wishes and needs as possible and to inform them of decision promptly. Even so, it is not possible to satisfy everyone. In all cases, the management's decision is final.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>January 2017</i>	<i>Ruth Oseme</i>	<i>January 2018</i>