



## All Saints Nursery School

# Admission and Waiting List Policy

Date written: [Sept 2024](#)

Date of last update: [Sept 2024](#)

Date agreed and ratified by [Trustees, Sept 24](#)

Date of next full review: [Sept 2025](#)

This policy has been created in line with the new government childcare scheme 2024

# **Admissions and Waiting List Policy**

## **All Saints Nursery School**

We aim to ensure that all sections of the community receive accessible information, and that our admissions policy and procedures are fair, clear, and open to all parents who apply for a place.

Information about the setting is accessible via the Nursery website, or in person at the nursery. Information can be provided in different community languages and in other formats on request.

The setting operates in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, religion, ethnicity or competence of spoken English. The needs and individual circumstances of children joining the setting are monitored to ensure that no accidental or unintentional discrimination is taking place and reasonable adjustments are made as required.

### **Waiting List**

We consider children for entry to All Saints Nursery School from two and a half years. In the event of oversubscription, we then consider the following criteria and prioritise accordingly:

- Whether the child has an older sibling at the setting already
- Date of application form submitted
- Proximity of home address to nursery

### **Intakes**

At All Saints Nursery we have two intakes in an academic year. These take place in September and then again in January. Your child needs to be at least two and a half at the date of admission.

### **Admissions**

We accept children from 2.5 years. We run term time only - 38 weeks of the year, please see our term dates calendar. To register please fill in an application form via our website or from the office.

We are registered for:

Free For Two funding

15 hours Working Families Entitlement for 2 year olds

15 hours Universal free childcare funding for 3 and 4 year olds

30 hours extended childcare funding.

Tax free childcare

Where it is financially viable to do so, a place is kept vacant for an emergency admission.

Once a place has been offered, relevant paperwork must be completed by the parent, as well as a £45 registration fee to be paid. Parents need to complete:

- Contract
- Health Form
- Collection arrangements
- Parent Admin registration form (online)

The child's birth certificate or passport must be shown, and the nursery will record that it has been seen.

## **Children with SEND**

Children with identified SEND will be offered a place when one becomes available, as with any child. However, the start date for children with complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. This is paramount. The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.

At the time of registration, the SENCo should check to see if the family are in receipt of Disability Living Allowance (DLA). The family must show evidence to the nursery to enable us to claim the Disability Access Fund directly from the Local Authority. If the family is eligible, the SENCo or manager will support the family in the application process.

## **Safeguarding/ child protection**

If information is provided by the parents when a child starts the setting, that there is current, or previous involvement with social care, the Designated Safeguarding Lead (DSL) will contact the agency to seek further classification.