



General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Admissions Policy

Policy Statement

Lake Street Nursery and Pre-School CIO aims to be accessible to children and families from all sections of the local community. We aim to achieve this goal through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is advertised in places accessible to all sections of the community.
- We try to ensure that information about our setting is accessible, using plain English, in written and spoken form and make every effort to meet the needs of those families who may have difficulty understanding written or spoken English.
- We work in partnership with the local Family Centres, Advice Centres or hubs, local groups and other professionals to inform parents of our service
- We arrange our waiting list in order of date of birth

Nursery admits children at the beginning of each (long) term in September, January and April. We give new children staggered start dates, usually over a two week period, to give us the time and resources to settle each child successfully. Nursery may consider mid-term admissions depending on demand and circumstances. We allocate each new family and child a Key Person (or paired team of key people) to be their main carer and point of contact.

Admission criteria:

- Nursery request children do a minimum of three sessions per week on at least two separate days
- When parents are in receipt of 15 hour funding we will enroll the child for the full 15 hours unless the funding is being split with another setting and allocate sessions accordingly in discussion with the family. The same applies to 30 hour funding, unless shared and unless we are at capacity and do not have the full 30 hours available
- Children are admitted no earlier than 24 months old, usually from the term following their 2nd birthday in line with government funded children. Nursery is currently considering dropping our minimum admission age to 18 months of age.



- Admission is usually limited to a maximum of 24 children per session, with a maximum of 12 children under the age of 3 per session.

Our Admission's list is kept in order of the child's date of birth.

That is the older the child the higher the priority based on the need to access education. In addition the following criteria are applied:

- **We arrange the waiting list in birth order. In addition, our policy takes into account:**
 - Priority is given to the most educationally vulnerable e.g. those in receipt of EYPP at 2,3 or 4
 - SEND children are also a priority within the capacity of the setting to meet the individual needs of the child this can include children with some complex needs
 - Siblings at the setting
 - Children of staff members
 - the vicinity of the home to the setting;
 - the length of time on the waiting list;
- Nursery offers funded places in accordance with the Code of Practice for Oxfordshire and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission and may prioritise an admission based on referral from other professionals e.g. social services, Special Needs professionals, or the health service.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children or our financial stability
- Please make sure to read our Terms and Conditions document alongside our Admissions Policy

- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

In the event that a dispute over the allocation of places should arise, the Manager will make a recommendation to the Management Committee who will make a final decision, inform the family in writing, and minute this decision.

The management of Nursery have the right to vary levels of admissions and the number of places per session depending on the needs of the children, quality of service, staffing levels and any other factors that are deemed relevant.

We encourage regular and punctual attendance whilst doing our best to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

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| This policy was adopted at a meeting of | Lake Street Nursery and Pre-School CIO |
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| Held on | 14 March 2017 |
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| Reviewed on: | June 2019 and January 2024, October 2025 |
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| Signed on behalf of the management committee | |
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| Name of signatory | Catherine Morey |
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| Role of signatory (e.g. chair/owner) | Nursery Manager and Trustee |
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