



## Nursery Admissions Policy

At the Pensans Nursery we provide child care for children aged 2 – 4 years, including before and after school care with flexible funded and paid sessions.

We are open term time only, closing inline with the school holidays and bank holidays; operating Mondays to Fridays, 8.00am to 6.00pm. We will open on school inset days when required to do so.

Our staff team is committed to working within an equal opportunities framework. All children admitted to Pensans Nursery are treated with equal concern, regardless of gender, racial origin, ability, cultural and linguistic background or religious beliefs. We feel that play should promote self image, valuing relationships between each other, and promoting a respect for all.

We will offer 3 year old places from the day after a child's third birthday. If that child is not entitled to the 2 year old funding then sessions will be paid for until the 3 year old funding starts (term after the child's third birthday)

We will offer 2 year old spaces the term after the child's second birthday.

In the circumstance that it is not possible to admit a child because the appropriate part of the facility is full, the parent/carer will be advised of this and the child's name will be placed on a waiting list. Pensans Nursery is registered for a certain number of children in each age group, and we may therefore be unable to accept a child of a certain age even though there are vacancies in another age group. These numbers will fluctuate year on year and be updated annually to enable an accurate forecast for the year.

The children on the waiting list will be prioritised as follows –

- 1) Children with statements of special educational needs
- 2) Children in Care
- 3) Date of eligibility for a 2 or 3 year old place
- 4) The length of time the child's name has been on the waiting list

We will contact parents/carers as soon as a place for their child becomes available.

On admission all parents must complete a registration form. This information is then checked for medical details, allergies etc., and anything relevant will be recorded on our online system and in the kitchen and/or a personalised health plan.

As Pensans Nursery is situated in the grounds of Pensans School, many children progress through to the school and many parents find that the transition period between nursery and school is a smooth one for both the child and the parent.

We aim to be as flexible as possible and wish to be available to parents working variable hours or who need our provision to accommodate changes in circumstances. However, we cannot guarantee to be able to accommodate changes in attendance times at short notice. The number of session places is limited so it is advisable that places are pre booked as far as possible in advance in order to secure the place.

As there is high demand for places at Pensans we ask that bookings are made inline with our session times. Breakfast, Morning, Lunch, Afternoon and Evening.

All staff will be responsible for completing forms with the parent about the child's development; they will observe the child regularly and give feedback on the child's progress during their time with us. The teacher will be responsible for reporting to parents about baseline assessments and end of term progress. We request that parents take time to look in their child's learning journey regularly to see the wonderful experiences they are having.

The time each child arrives and is collected is recorded on the attendance register – children must arrive on time for the session they are booked into for safeguarding reasons. We ask parents to pay fortnightly and this is recorded on their payment sheet. Payments should be made promptly against the invoice that is issued fortnightly via Parent Pay. Please see Booking, Charges and Cancellations Policy.

In the event of non-payment of an invoice within the required time, we reserve the right to refuse to continue to offer care to an existing child and their siblings (see our Debts policy). However we ask that, if circumstances change and a parent is anticipating difficulty funding their childcare, they request a private appointment with the EYFS leader to discuss payment arrangements.

A mid morning and afternoon healthy snack is provided for all the children. We offer fresh fruit, raw vegetables, bread sticks etc. and fresh drinking water or milk is provided. We ask that parents who provide a packed lunch for their child adhere to our 'Healthy Eating Policy,' which encourages fruit and healthy snacks rather than chocolate or biscuits. We also ask that parents do not put nuts in their child's lunch box due to the allergy risk involved.

We ask all parents to take the time to read our policies and procedures, which can be found in the Nursery and on our website and work with us in implementing these policies. Copies are available on request, just ask a member of staff. We update our policies and procedures annually and welcome any input or feedback on any of our services.

We ask parents to complete an annual questionnaire to give us an idea of how we can improve or to let us know if we are doing something well. Please feel free to fill in our parents comment book or use our suggestion box both of which can be found in the Nursery area.

If at any time you have any concerns or worries about your child or the service we provide then please speak to a member of staff. Should the matter not be resolved then please follow the school's complaints procedure.

We are open until 6.00pm every night but if a child is picked up after this time then a late collection fee of £30.00 will be charged to cover staff costs.

If you require any further information then please contact the nursery on 01736 363627. We look forward to welcoming you and your child to the Pensans Nursery

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Adopted by Pensans Governors on: \_\_\_\_\_

Representative of Pensans Governors Signature:

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Review Date: September 2020