



Nursery Admissions Procedure

It is our intention to make our Centre accessible to children and families from all sections of the local community regardless of religion, racial origin, gender, disability, cultural or linguistic background.

The following procedure applies to children accessing childcare from 3 months to school age.

- Places are allocated on a first come first served basis (with the exception of children attending the pre-school for NEG sessions, see overleaf)
- Priority is given to vulnerable and at risk children and children with Additional Needs. Prior to admission, a consultation will take place between the parents/carers, the professionals who are supporting the child and the Centre Manager to ensure that the setting is the most appropriate environment to meet the needs of the child.
- When the Centre reaches maximum capacity, children are placed on a waiting list which is reviewed every month. Parents will be contacted when a place becomes available.
- Places will be prioritised by the date of application, and when applications are equal priority will be given to the family who lives closest to the centre.
- Once allocated parents must abide by the terms and conditions of the Centre (see registration form)
- Children become eligible for NEG funding the term after their 3rd birthday. Parents of children who already attend the Centre are required to inform the Centre office if there will be a change in their regular sessions as a result of this. Letters will be sent to all families prior to the application deadline to ensure they are aware of this procedure. Although we aim to provide children with extra sessions to meet the full 15 hour entitlement, this may not always be possible.

Nursery Education Grant Admission Procedure.

Nursery Education Grant places are available from the term after a child's 3rd birthday, providing children with up to 15 hours free childcare per week term time only .

NEG Admissions procedure

- Children who already attend the centre are automatically provided a place in the pre-school for the sessions they regularly attend. Parents will be informed in writing when their child is eligible for NEG funding. If the child is entitled to more sessions as a result of the funding, parents are required to request additional sessions in writing before the

application cut off date stated in the letter. Although we aim to provide children with extra sessions to meet the full 15 hour entitlement, this may not always be possible.

- Priority is given to vulnerable and at risk children and children with Additional Needs. Prior to admission, a consultation will take place between the parents/carers, the professionals who are supporting the child and the Centre Manager to ensure that the setting is the most appropriate environment to meet the needs of the child.
- NEG funded places are allocated in birth order to ensure children who will be going to school the following year are given priority. Where there are children of equal priority, places will be allocated to the family who lives closest to the Centre.
- Once all places have been allocated, children will be placed on a waiting list which will again be in birth order. Children on the waiting list will be given priority the following year.
- Attendance patterns of children accessing the centre for NEG places will be monitored termly. Any sessions which are not being used on a weekly basis will be re-allocated to children on the waiting list.
- As of September 2009 we will be introducing termly application deadlines. Places will only be allocated after the deadline to ensure all children are allocated a place using the above criteria.

The deadline dates are as follows:

<u>Term</u>	<u>Application Deadline</u>
September 2010	1 st July 2010
January 2011	1 st November 2010
Easter 2011	1 st February 2010

Parents will be informed in writing about their application once all places have been allocated and a final decision has been reached.

- Parents wishing to appeal against the Centre's admissions process must do in writing and address their issues to the Centre Manager and Head Teacher.