

Davenport Lodge Nursery School



Admissions Policy

This policy is reviewed on an annual basis

Annual Policy reviewed by **Susan Nalus** **June 2020**

Next date of Annual Review: **June 2021**

Signed: *Susan Nalus*

Signed: Karen Pitt

This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request and is published on the school's website. It applies wherever staff or volunteers are working with pupils, including when this involves being away from the school: for example, on an educational visit.

DAVENPORT LODGE NURSERY SCHOOL



ADMISSIONS POLICY

Ethos

At Davenport Lodge Nursery School we aim to provide a supportive and structured environment in which babies and children, as they develop, are encouraged to recognise their individuality, efforts and achievements as happy and secure individuals in learning and social environments.

General Statement

Davenport Lodge Nursery School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant merits and abilities. This commitment is shared by children and staff.

Davenport Lodge Nursery School admits boys and girls from 6 weeks old. We are committed to equal treatment for all regardless of race, religion, ethnicity, social background and if appropriate sexual orientation. It is assumed that children will follow on into Kindergarten on their third birthday.

Parents are required to attend an interview with the Headmistress or EYFS Coordinator with their children. An offer of a place is made on the basis of the interview. On occasion there will be a waiting list when numbers rise. Preferred dates of entry are noted and when availability arises then a place is given on a 'first come first serve' basis with preference given to children whose siblings are currently at the setting.

It is necessary that parents complete the registration form after interview and pay a non refundable registration fee. An offer of a place is made by means of the nursery Acceptance Form and a request for the first month's fees. Nursery and/or Kindergarten Terms and Conditions, Emergency Contact Forms and Collection Policy forms are enclosed with these. Parents should read these before returning the signed acceptance form along with one month's fees within two weeks of the date of the offer letter. A place is guaranteed once the acceptance form, Collection Policy and first month's fees have been received.

If a waiting list place only is offered, a registration form must be completed but no registration fee is required until a place becomes available.

Following acceptance of a place, parents are invited to discuss with the nursery the medical needs, if any, of the child. Special vegetarian dietary requirements can be catered for and allergies are taken into consideration.

Nursery Grant - Government Funding

The Government Nursery Grant is currently offered for up to 38 weeks of the year, subject to availability. 15 hours are offered to all children or 30 hours may be offered subject to the sessions attended, and parents eligibility and production of an entitlement code which is obtained via the HMRC Government website.

<https://childcare-support.tax.service.gov.uk>

Funded weeks are similar to Coventry state school term time dates to assist parents with siblings at other schools/settings and are set by the Business Manager. The "stretch" option is not offered. Parents pay for any additional services or sessions over and above any free entitlement. Parents must complete the Local Authority Declaration forms and provide the child's original birth certificate when requested. If Declaration Forms are not returned by the "due date" invoices will be issued using the standard charge rate with no funding. Similarly, if a code to claim up to 30 free hours is not provided by parents (or validated by the setting) by the "due date" we specify each term, invoices will be issued using the standard charges with no free hours. This is because we will be unable to claim funding from the Government in these instances.

Codes must be validated by parents every three months and this remains the parents responsibility.

If children are transferred to Davenport Lodge Nursery School mid term (i.e. not at the start of the term or the start of the "funded period") from another setting we may not be able to claim funding from the Local Authority for that period.

If children are withdrawn from Davenport Lodge Nursery School mid term (i.e. at any other time than the natural end of a term or "funded period") any funding we have received is non transferrable.

Upon admission, parents are required to provide

- Child's details to include full name, date of birth, address, religion, ethnic origin, mother and father's details, details of previous nursery and emergency contacts.
- Collection Policy form with photographs and password.
- A copy of the child's birth certificate or passport.
- Medical information
- 'All About Me' form that includes child's diet, likes and dislikes, if they are potty/toilet trained and any other information pertinent to the nursery

- Forms found in the parent handbook including the ICT policy, photograph consent, emergency medical treatment, tapestry application, administration of paracetamol, consent for impromptu off site trips, email authorisation form, internet use.

Admissions Policy for SEND

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability, we consider all children for admission to the nursery who have the ability and aptitude to access an academic curriculum. Children whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the nursery (and preferably prior to application):

- Parents must disclose to the Nursery School any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. Records from previous nurseries attended by the child may be requested. The Nursery School reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the nursery will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the Nursery School, we will endeavour to continue support the child as long as:

- A. we have the appropriate resources and facilities to provide them with the support they require, and,
- B. we believe it is in the best interest of the child and of the Nursery School community to remain at the Nursery.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the Nursery School. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

Admission Policy for EAL

EAL children are subject to the same admission procedures as other applicants. Parents of children with EAL need to inform the Nursery School in advance of what

their child's needs are. Parents will be required to include on the 'All About Me' form a list of familiar phrases in the child's home language to support staff with ensuring the child feels comfortable. The Nursery School will endeavour to ensure that children who have English as an additional language will use English confidently, use English as a means of learning and ensure the children have access to the Nursery School's full curriculum

The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life. (Statutory Framework for the Early Years Foundation Stage, April 2017)The children in the Nursery School are well prepared for school so that there is a seamless transition from the nursery into Reception.

Privacy Policy and General Data Protection Regulation (GDPR)

Davenport Lodge Nursery School is part of the Alpha Plus Group and our full Privacy Policy is available [here](#) (if online) and upon request.

The information provided on the registration form will be used during the registration process. Should the application be successful, the information will be held, securely, on file for future use. Where a registration is unsuccessful and a waiting list place is declined, registration forms will be destroyed.