

## **Admissions Policy**

### **Statutory Framework : Section 3 - The Safeguarding & Welfare Requirements**

Poppy's Day Nursery is a Full Day Care Nursery which provides care for children aged 3 months to 5 years. It offers places to all families in the community and other local areas.

All children are welcome to the Nursery irrespective of their origin, culture, gender, disability, language, AIDS or HIV status.

The setting is accessible and inclusive of all children and families in the local community.

The Nursery is open from 7.30am to 6.20pm Monday to Friday, all year round. The Nursery will be closed only on bank holidays and a period of time over Christmas. Parents / carers will be notified of these dates. The Nursery provides full day care to meet the needs of working parents and also the community.

Each day is divided into two sessions. A morning session 7.30am - 1.00pm and 1.00pm - 6.30pm or alternatively 7.30am - 6.30pm.

In order to meet the Early Years Foundation Stage child : adult ratios we operate a waiting list.

- Intakes are all year round
- We ask that if a child is doing a half day that they have a minimum of two half day sessions in any week to provide consistency to the child's routine and for them to become settled into the environment.
- The waiting list is operate by sessions required / start date required & sibling links

The setting is advertised and promoted in ways to reach all of the community ; through advertising in local newspapers / leaflet drops and internet advertising.

The setting has a strong ethos in working and communicating with all those people who may share caring responsibilities for a child.

We aim to treat each child and their families in relation to their individual needs and incorporate equality to all.

The setting aims to allow children with disabilities to take part in nursery life; each admission is individually assessed to ensure we are able to provide for the child and the parents / carer of the child are happy that the environment is suitable for their child.

The nursery monitors gender and ethnic background to ensure intake does not accidentally discriminate, this is achieved through an Equal Opportunities Monitoring Form upon admission.

The nursery aims to provide an environment that is equal for all children in our care.

The nursery consults with parents when settling the child into the setting to ensure a broad range of childcare needs are accommodated.

We aim to build strong and positive partnerships with other settings / professionals to provide continuity of care for all children.