

## General Welfare Requirement: Organisation

Glebe House School Staff 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.

## Administration

### 4.1 Admissions

#### Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

#### EYFS key themes and commitments

|                       |                               |                              |                                 |
|-----------------------|-------------------------------|------------------------------|---------------------------------|
| <b>A Unique Child</b> | <b>Positive Relationships</b> | <b>Enabling Environments</b> | <b>Learning and Development</b> |
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#### Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where possible, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- Within Nursery we offer full day care for children from 6 months to school age and beyond for after school care up to the age of 8 years. The nursery and school are registered with Ofsted and inspected by ISI, within nursery we have provision for 68 children to attend, and the age groups are split into 3 age groups, being 0-2, 2-3 and 3-4; however at some points the age groups do mix. Within the reception class there are 16 spaces available.
- The nursery is open from 0800-1800 on week days, all year except for Bank Holidays and for a short period over Christmas. Families can opt for their children attending either All Year or Term Time only. Please see funding policy and fee sheets for more information as to session times and how funding can be used. The Reception class is open from 0830-1530, Term Time only.

- EYFS enquiries are directed to the Registrar for tours and for general enquiries for nursery to the Nursery Manager.
- We arrange our waiting list on a first come first served basis. In addition our policy may take into account the following:
  - siblings already attending the setting.
  - age if applicable to spaces available in relevant rooms
  - priority would be given to long term commitments rather than temporary ones
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities, SEND and all other Policies widely known through our welcome pack and newsletters which signposts families to our website or they can request hard copies of policies.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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 and is viable for the setting.
- Registration process within nursery
 

Parent/Carers complete a form with either the Registrar or Nursery Manager to register their interest in the Nursery, so they can join the waiting list.

Parent/Carers are notified of spaces being available and if the sessions suit them they are asked to complete a registration form and pay a registration fee, please see Funding Policy for exceptions to this requirement and more information

Three settling in sessions are offered to parent/carers prior to their child starting nursery, during these sessions they will be given a welcome pack

Welcome pack contains information about the setting and various forms which need to be completed to ensure children are safe whilst here, this includes documentation to confirm eligibility to Early Education through nursery having sight and copying birth certificates, which

will be kept safely and destroyed once they are no longer required. Documentation also includes contractual arrangements, and funding policies.

Starting dates are arranged and children can start once all paperwork has been completed, signed and handed in to the nursery office.

- Once children are enrolled in the setting, parents may request extra sessions and the nursery office will place them on the waiting list or if spaces are available organise for them to start as soon as possible. Sessions are also available on an ad hoc basis as and when availability allows.
- Registration process within Reception class
- Parent/Carers contact the Registrar and are sent a copy of the prospectus, the school magazine and any other information which may vary from time to time.
- A visit to the school is arranged and they will be toured round and meet the Headmaster who will discuss any matters of interest to the parents/carers.
- If parents wish to proceed a registration form is completed and paperwork including permission forms, health information and contact details are sent out and returned.
- Visits to spend time in the classroom and to meet with teachers/other parents are arranged at which daily routines can be explained, a welcome pack is given out, questions answered and a shop appointment for uniform is arranged.
- We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inc Fund and any locally available funding streams with a view to submit and claim/application to support and improve their outcomes.

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|--|-----------------------------------|-----------------|
| This policy was adopted at a meeting of      | <u>Glebe House School Nursery</u> | name of setting |
| Held on                                      | <u>February 2018</u>              | (date)          |
| Date to be reviewed                          | <u>February 2019</u>              | (date)          |
| Signed on behalf of the management committee | <hr/>                             |                 |
| Name of signatory                            | <u>Susie Pull</u>                 |                 |
| Role of signatory (e.g. chair/owner)         | <u>Setting Manager</u>            |                 |

**Other useful Pre-school Learning Alliance publications:**

- Seasonal Hello Posters