



Admissions Policy and Procedure

Policy date	September 2022
Date ratified	October 2022
Ratified by	Dr A Cook (Principal) Mrs C Beach (Nursery Manager)
Review date	September 2023

Aim of the policy

The aim of this policy is to provide a fair admission procedure for all children and to set out the procedure to be followed when a new child applies to join our setting.

Context

Tots Academy is an independent day nursery situated in Leagrave, Luton and is part of the King's House Moorlands Education Trust. We offer places on a sessional basis subject to availability for children from ages 2 to 4. We have a reputation for being a happy and friendly environment in which children can thrive.

The aim of our nursery is to provide a happy, safe and stimulating environment in which children can play and learn together.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services with due regard to the protected characteristics (age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation – Equality Act 2010).

We operate under the requirements of the statutory Early Years Foundation Stage framework and guidance and are mindful of the legal requirements therein when considering admissions.

Admissions Procedure

- Prospective parents are invited to request a nursery pack. Contact details are available via our website at www.kingshouseschool.co.uk
- A visit is arranged with the nursery manager, to show prospective families around and answer any questions they have.
- Parents complete and return the registration form.
- An offer letter, subject to availability of the required sessions, is sent to parents together with an enrolment form.
- Parents are issued with a new starter pack prior to their child starting.
- Children's confidential contact information, medical records, dietary requirements and permission slips must be provided by parents and will be stored securely in a locked storage area (as well as via our electronic database) and all required information must be in place before the child's start date.

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the required staff:child ratios
- Applications for children who have siblings already attending one of the Trust schools.
- When the application is received. Extra weight is given to those who have been on the waiting list the longest.
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.
- A child requiring a full-time place may have preference over one requiring a part-time place. This will be dependent on staffing and room occupancy at the time of the required admission request.
- No child or family will be discriminated against on the grounds of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
- The nursery's ability to provide the facilities necessary for the care and welfare of the child and any individual learning needs.

Tots Academy welcomes applicants irrespective of any learning needs and/ or disabilities. However its facilities (physical and otherwise) for pupils with learning difficulties and/ or disabilities may currently be limited and would be discussed with families as appropriate at the time of an admissions request. The nursery will do all that is reasonable to comply with the Equality Act 2010, with reasonable adjustments being made so that we can accommodate the needs of pupils.

If an applicant's learning need and/ or disability becomes apparent after admission, the nursery will consult with parents about what reasonable adjustments, if any, can be made to allow the child to continue at the nursery. If, after reasonable adjustments have been considered and made, the nursery is unable to cater for and meet the needs of the child, the Principal and the Nursery Manager will need to discuss with the parent what the most suitable arrangements would be for the child, including that the child may need to be withdrawn from the nursery.