

BUSY BUNNIES NURSERY

Admissions Policy

Matters taken into account in deciding which child can be offered a place in the nursery are:

- Admissions to the Nursery are prioritised for those families living within the area
- Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements
- Children who have siblings who are already with us
- When the application is received (priority is given to those who have been on the waiting list the longest)
- A child requiring a full-time place may have preference over one requiring a part-time place
- Extenuating circumstances affecting the child or his/her family.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contractual registration form. This provides the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent etc.

Providers eligible to provide government funded places

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two and three to five year olds. At Busy Bunnies Nursery we provide free funded places for children subject to availability. These places will be allocated on a first-come, first-served basis and can be booked a term in advance.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes.

This policy was adopted on	Signed on behalf of the nursery	Date disseminated to staff	Date for review
June 2020	Clare Bamford	July 2020	June 2021