



Admission Policy and Procedures

Rationale

- This document sets out to describe the admissions policy in Hetton Lyons Nursery
- It is written in conjunction with the Sunderland Admission to Nursery Policy

Purpose

- To set out the procedure for registering a child for nursery grant funded places
- To set out procedure for admission to nursery
- To set out the procedure for registering a child for childcare
- To set up procedure for admission to childcare

Procedure for 2 year old grant funded places

- Parents are asked to fill in the application form on the together for Children website, record the voucher number they received and bring that to the nursery as verification of eligibility.
- Parents unable to complete application on their own are supported by staff through the practitioner portal.
- Availability of places within the two year old room is collated each term and the number of places allocated.
- If an application is successful and a place available the parents/carers will be contacted to organise induction.

Procedure for 3 & 4 year old grant funded places

- Parents are asked to complete a registration form after the child's second birthday and present the birth certificate so the date can be authenticated by a member of staff.
- Parents are asked to indicate as to whether they are likely to qualify for a funded 15 hour place or a 30 hour place and information is gathered on possible preference of session.
- There are two intakes a year, the child is admitted to nursery in September after their third birthday or in January if their 3rd birthday falls between September and December
- An offer of place is sent out at the end of April (for September entrants and November (for January entrants).
- Parents are asked to return acceptance forms including code number for children qualifying for a 30 hour place. If a code is not received a 15 hour place will be offered.
- It is the parents responsibility to check the 30 hour eligibility code with HMRC termly, if the parents do not complete this in the timescale and their code is not revalidated then



15 hours will be offered, support through the process will be provided to parents

Admission Criteria for funded places

If there is oversubscription to the nursery, priority will be given (in line with the Sunderland Schools admission criteria) to firstly

1. 'Looked-after' child – a child that is looked-after' by a Local Authority in accordance with Section 22(1) of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order).
2. Attendance at the nursery already
3. A sibling link
4. Exceptional medical or psychological reasons
5. Distance from the nursery.

Where a child has an Education, Health and Care Plan of special educational need a place will be offered.

Procedure for admission to childcare

- The school is registered for 9 baby places (6 months to 2 years) and 30 for 2-8 year .
 - Children can be registered at any age and are placed on a waiting list
 - Parents can select any days or session they require childcare, when a place becomes available a member of staff will contact the parents and let them know what is available the parents will indicate whether they require the place or not. This process is carried out for 3 intakes September January and April.
 - Babies are not admitted until they reach the age of 6 months unless there are exceptional circumstances.
 - Parent completes a contract and information form
 - If the contract is cancelled by either party notice of 1 month must be given
- Parents and carers may appeal the decision through a written to letter to the governing bodies appeals committee.

Induction process

- A home visit is arranged for all new starters to complete paper work and for parents children and staff to meet.
- Children's attendance times are staggered over the first week, with the first 2 sessions attended by the child and carer.
- If a child has difficulty settling staff and parents negotiate a longer induction period
- In April, any children currently attending the nursery through funded 2 places or paying childcare are offered 15 hours funded places or 30 if there are places.



Equal Opportunities

We aim to ensure that everyone is treated the same and there is no discrimination on the grounds of gender, race, religious beliefs, ethnic or national origin, sexuality, age, disability or their personal beliefs or circumstances.

Date to be reviewed

March 2020

Signed on behalf of the governors

N A Waugh

Name of signatory

Nora Waugh

22/03/18

Signed on behalf of the staff

Ailsa Higgins

Name of signatory

Ailsa Higgins