

## Admissions Policy and Procedure

At **[Insert nursery name]** we care for **[insert number of children]** children between the ages of three months and sixty months.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

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.

Matters such as availability of places, the age of the child and the registration requirements will be taken into account when children are offered a place within the nursery.

In addition our policy may take into account the following:

1. the vicinity of the home to the nursery; and
2. Siblings already attending nursery.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.

Prior to a child attending nursery, parents must complete and sign a contract (Child's Pack) and registration form. These forms provide 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, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

### **Government funded places for early education**

Townsend Montessori Nurseries Limited offer free places for two and three to five year olds for early learning sessions specified by the local authority (subject to eligibility). These places will be allocated on a first come, first served basis.

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

<b>This policy was adopted on</b>	<b>Date for review</b>
20.12.19	December 2020

