We aim to make our service accessible to all families within our community regardless of their gender, special educational needs, ability, background, religion, ethnicity or First spoken language.

*Circle of Friends Day Nursery* is registered for *50* children under 8 years

The above is in accordance with the legal space requirements from Ofsted and is the overriding policy in respect of admissions.

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

* 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 (extra weight is given to those who have been on the waiting list the longest)
* The nursery’s ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements
* 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
* Extenuating circumstances affecting the child's welfare or the welfare of his/her family.
* If childcare places become unavailable we will operate a waiting list system

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 contract 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.

**Providers eligible to provide government funded places – England**

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two/\*three to five year olds for the sessions specified by the local authority. At Circle of Friends we currently provide free funded places available 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. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child’s second (for two year old funding and their third birthday (for three year old funding).

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.

**Admission Procedure**

Prospective parents can contact Circle of Friends, to arrange a visit to the nursery.

During the visit you will be shown around the whole nursery and staff will try to answer any questions you may have.

If parents are interested in enrolling a child, they can contact the manager or Deputy Manager. Who will be able to give you further details about availability and will give you an **Application request form** to fill in.

* Once a start date is agreed, the nursery staff will work in partnership with parents to settle the child into the nursery environment. Arrangements will be made for a visit where the child can familiarize themselves in the nursery. Also at this time a member of staff will go through a registration process, which will include a settling plan for the parent and the child. This will give parents a chance to meet their child’s key worker and pass on personal details about the child e.g. any comforts, sibling names, any allergies or medical conditions, concerns, etc. There is no charge for the settling process, as parents are expected to stay with their child.
* When parents enrol children they are given registration forms. The entry form will provide information about a child's medical needs, emergency contact details and other important information about their child. The forms to be completed are as follows: 1. Application Request Form, 2. Nursery Registration Form, 3. Consent form, 4. Allergy Request Form, 5. Settling In Plan, 6. Parent Contract.
* Any disabilities, specific needs, difficulties or concerns that a parent may have regarding their child’s care and education will be discussed, seeking information before the child is admitted, so that the necessary adjustments can be put in place in good time.