



## Admissions Policy

*EYFS: 3.28, 3.57*

At Green Roots we care for up to 72 children between the ages of 2 months and school age.

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.

The nursery will use the following admission criteria which will be applied in the following order of priority:

1. Children who are Looked After
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

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.

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 Booking form and registration forms. 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. We are only able to allow booking from the persons with parental responsibilities. We require the child's full birth certificate to be shown and a copy will be taken and kept in the child's file.

Green Roots is registered as a provider of the Free Entitlement. 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. Every

eligible child can use their funded hours during any of our sessions although an additional service charge will be payable.

All settings registered to accept government funding (detailed in the code of practice) must offer places for two/three to five year olds for early learning sessions specified by the local authority which do not incur any additional service charges. These sessions are called Free Entitlement Stand Alone sessions and we provide 2 places 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 entitlement we have a termly intake, beginning the term following your child's second/third birthday.