



Admissions Policy

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.

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 record that it has been seen will be recorded on the New Child Form.

Parents can request for their child to join us at any time of the year however many parents will request their child joins us at the start of a term in September, January or April, when they become eligible for Early Years Funded Entitlement (Please see our Early Years Funded Entitlement policy for further information.) At the end of August children joining school in September will leave creating spaces for more children to join. When we have limited availability, we operate a waiting list. When allocating spaces from our waiting list we follow the order of those who have requested to start earliest, priority (as listed below), and have been on our waiting list the longest. As spaces become available or 8 weeks before the start of the term, we will offer all available sessions for the coming term.

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

1. (Children who are currently attending and require more sessions)
2. Looked After Children
3. 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

4. A vulnerable child with either a Child Protection or a Child in Need Plan or other Local Authority support
5. Children who have siblings who are already with us
6. Children of Employees
7. 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.

Green Roots is registered as a provider of the Early Years Funded Entitlement (EYFE). 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. We reserve the right to limit and/or have specific funded sessions, according to our business requirements. We provide two places for our EYFE Sessions a day subject to availability. These places will be allocated on a first come, first served basis. Please note when we have availability in our afternoon sessions additional admissions for the EYFE Sessions are offered on a term-by-term basis. Every child eligible for EYFE can use their funded hours during any of our sessions although an additional service charge will be payable.