



St. Lucia's
Upton Magna

C of E Primary school & Nursery

3.73

(EYFS-S.F 2014)

Admissions Policy

Statement of Intent

It is our intention to make the Nursery accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated procedures.

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of the Nursery is widely advertised in places accessible to all sections of the community, such as through the local Carer and Toddler group, and through the primary school.
- We ensure that information about our Nursery is accessible to everyone and when necessary we will provide information in formats other than written English.
- We arrange our waiting list in birth order. In addition, our policy may take into account the vicinity of the home to the Nursery and if there are any siblings already attending the Nursery.
- Priority will be given to “looked-after” children and children with a SEN statement.
- We are limited to a maximum of 4 two-year olds in any one session in line with the ratio requirements of the *Early Years Foundation Stage*.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We ensure our Nursery and its practices make it clear that it welcomes mothers, fathers, other relations and carers, including childminders.
- We ensure our Nursery and its practices treat all individuals fairly regardless of gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

- We ensure our Nursery enables children with disabilities to take part in the life of the Nurseyl.
- We monitor the gender and ethnicity of children joining the group to ensure that no accidental discrimination is taking place.
- We make our Equality & Diversity Policy available for all families.
- We consult with families about the opening times of the Nursery to avoid excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

Signature:	Date policy adopted: 19/06/2017
Position:	Policy review date: June 2018