



ADMISSIONS POLICY

This policy should be read in conjunction with the Bilton Grange Admissions policy

Little Grange Nursery is part of the Rugby Schools Group and is situated on the Bilton Grange site. It takes children from six months to 4 years. A place at Little Grange will not automatically lead to a place at Bilton Grange.

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).

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us, and within Rugby Schools Group
- Children of staff
- 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 necessary 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
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

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.

ADMISSIONS PROCESS OVERVIEW

1. Where possible we recommend a visit to the nursery by parents/carers as the first step. This can be arranged with either the admissions office or directly with the nursery.
2. Parents/carers complete and return the registration form, together with the Registration Fee 'as per the current list of Fees and Charges'
3. On receipt of a Registration Form and fee the nursery will respond to parents/carers in one of the following ways
 - a. A place is available for the sessions required and an offer will be made.
 - b. A place is available for some of the sessions required, and if suitable an offer will be made for the available sessions.
 - c. The rooms is full and the parent will be placed on a waiting list. If we cannot offer a place prior to the requested start date, and an alternative start date is unsuitable, we will refund the registration fee.

PROVIDERS ELIGIBLE TO PROVIDE GOVERNMENT FUNDED PLACES FOR EARLY EDUCATION

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two to five year olds for early learning sessions specified by the local authority. At **Little Grange Nursery** we currently provide free funded places available for children subject to availability.

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.

Review Date: May 2024

Person Responsible: E. Graham (Admissions)