

# Admissions



EYFS: 3.28, 3.57

At **Coalway Early Years** we can care for up to **45** children daily, between the ages of **2** and **4** across our two base rooms. This is broken down as up to **24** children in the pre-school (Penguins) room, and up to **20** in the starter (Squirrels) room. We retain at least one free space to ensure we can always meet our admission criteria. From September 2021, due to low admissions we will be operating from our pre-school room (Penguin Room) from ages 2years to 4years. If numbers on roll increase then we will revert back to operating from both rooms.

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. Looked after children
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 frameworks
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

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, in line with the Equality Act 2010.

Prior to a child attending nursery, parents must complete and sign a contract 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/medical requirements, details of other agencies involved in the child's care or education, permission from parents for certain activities and sharing of information, and permission for administering first aid and seeking emergency medical attention. Our lawful purpose for collecting this information (in line with GDPR effective from 25<sup>th</sup> May 2018) is to fulfil our contract to provide your child with a safe environment and effective early years education. We ask parents to sign a 'Privacy Agreement' at the point of registration which explains how we will use

the personal data we hold and your rights in respect of this in line with current data protection laws (GDPR).

### **Government funded places for early education**

We accept government funded places for 2, 3 and 4-year-old children. These are eligible (where applicable) the term following a child’s 2<sup>nd</sup> or 3<sup>rd</sup> birthday. All children aged 3 and 4 are entitled to 15 hours nursery funding the term after their 3<sup>rd</sup> birthday. Some 2-year-old children may be entitled to 15 hours of nursery funding the term after their 2<sup>nd</sup> birthday, and some parents of 3 and 4 year old children may be eligible for an additional 15 hours of funded childcare according to family circumstances. Parent’s can check their eligibility for funding by following the links on our website, or we are happy to do this on your behalf. Details are also provided in literature, on notices in the nursery entrance area, and on the setting website. Parents may also pay for non-funded additional hours for their child at our normal hourly rate.

<b>This policy was adopted on</b>	<b>Signed (nursery manager)</b>		
	<b>Signed (Chair or Committee)</b>		
<b>Date for review</b>		<b>Date for review</b>	
<b>Date for review</b>		<b>Date for review</b>	