



Admissions Policy

Statutory Framework for the Early Years Foundation Stage The Safeguarding and Welfare Requirement: Suitable people

3.72. Providers must record the following information for each child in their care: full name; date of birth; name and address of every parent and/or carer who is known to the provider (and information about any other person who has parental responsibility for the child); which parent(s) and/or carer(s) the child normally lives with; and emergency contact details for parents and/or carers.

Policy statement

Golden Apples is accessible to children and families from all sections of the local community. We are committed to making children feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We ensure that parents have confidence in both their children's well-being and their role as active partners with the setting. Golden Apples is a welcoming place where children settle quickly and easily because consideration has been given to individual needs and circumstances of children and their families.



A Unique Child	Positive Relationship	Enabling Environments	Learning And Development
<p>Understanding and observing each child’s development and learning, assessing progress and planning for next steps. Identify any need for additional support Value and respect all children and families equally.</p>	<p>Offer positive relationships that are warm and loving, and foster a sense of belonging.</p> <p>Offer positive relationships that support the child’s own efforts and independence</p> <p>Offering stimulating positive relationships</p> <p>Offer positive relationships that are sensitive and responsive to the child’s needs, feelings and interests.</p> <p>Offer positive relationships that are built on key person relationships in the setting.</p>	<p>Provide opportunities for strong partnerships between practitioners and parents and carers to form. Providing environments which value all people.</p>	<p>Having regard to early identification of any additional needs and providing support for children with Special Educational needs and disabilities.</p>



3. Procedures.

- 3.1.** Golden Apples is committed to being well established in the local community and the outstanding service will speak volumes to all sections of the community.
- 3.2.** We charge £50 administration fee and we keep in touch with all families enrolled with us until a place is offered or we are informed that they no longer wish to be on the waiting list.
- 3.3.** We operate on first come, first service policy. Children currently at nursery who wish to increase sessions get priority places. Siblings also get priority placements.
- 3.4.** We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- 3.5.** We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- 3.6.** We make our Valuing Diversity and Promoting Equality Policy and our Safeguarding children – Child Protection Policy known.
- 3.7.** We are open from 7am to 7pm Monday-Friday, 52 weeks of the year excluding Public Bank holidays, in order to support all families and their needs.
- 3.8.** We operate an open door policy, which enables parents/carers to feel free to come and have a look around the setting and to feel free to ask any questions they may have.
- 3.9.** Before the child starts to attend the setting, we use variety of ways to provide the child's parents with information (prospectus, newsletters and e-mail, face book) this includes written information displays about individual meetings with parents.
- 3.10.** Parents are encouraged to visit the nursery and have a show around with the Nursery manager, Deputy Manager or Room leader when necessary. Managers are on hand to answer any questions that parent/ carers may have.



3.11. Upon enrolment parents will either be given a child entry pack prior to their child's first settle session or they will be given the entry pack on their first settle sessions, this must be completed by the end of their first settle sessions.

3.12. The entry pack has all important information which will need to be obtained such as:

- i.** Child's personal details
- ii.** Emergency contacts for the child
- iii.** Medical history and immunizations
- iv.** Any specific medical conditions and/or dietary requirements
- v.** Child's current routine
- vi.** Information regarding the child's likes and dislikes
- vii.** Authorization of consent with regards to numerous situations
- viii.** Parents observation of child's current stage of development upon entry
- ix.** Birth Certificate

3.13. Each child will be appointed a Key Person who will contact the parents in order to arrange settle sessions at a convenient time for the family's routine. Their role is to help ensure that every child's care is tailored to meet their individual needs to help the child become familiar with the setting, offer a settled relationship for the child and build relationships with their parents. (Please see our 'Key Person and Settling in Policy' for further details).

3.14. With regard to any individual child with any special education need or medical condition the setting will co-operate with the child's health visitor and/or any other agencies involved with the child when necessary in order for the child to be fully supported within our setting. (Please see our 'Supporting Children with Special Educational Needs Policy for further details)

Legal framework

- Statutory Framework 2017 Golden Apples Policies and Procedures
- The Key person and Settling in policy
- Valuing diversity and promoting equality policy
- Safeguarding children – Child Protection policy
- Supporting children with Special Educational Needs policy

