**Admissions Policy**

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| EYFS: 3.28, 3.57 |

At **Horizon Childcare** we care for up to 30 children between the ages of birth and 5 years. We also have a holiday club which caters typically for children between 5 and 11 years.

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) and both parts of the Childcare Register.

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
* 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. Care staff employed by Horizon Care have priority of places over external families.
* 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.

Prior to a child attending nursery, parents must complete forms which include: registration and contact form complete with terms and conditions, photo permission form and sun cream permission form. 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. Parents will also be asked to sign a Data Protection Statement to confirm they are aware of why information the nursery holds, when it will be stored and how it will be handled to comply with new EU Genreal Data Protection Regulation law 2018. In some circumstances e.g. for funding purposes it will be necessary to pass this information to Devon County Council. Parents will also need to provide the child’s original birth certificate on the child’s admission to nursery which we will take and keep a copy of. All children’s personal information and documents will be stored securely in line with GDPR law.

**Horizon Childcare is registered to provide funded childcare places.**

All settings registered to accept government funding must offer funded places for two, three and four year olds for early learning sessions specified by the local authority. At Horizon Childcare we currently provide funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance.

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.

Our Data Protection Officer for the company as a whole is: John Bickham

Policy date: June 2018

Review date: June 2019