



ADMISSIONS POLICY

At Little Steps Day Care we care for 48 children between the ages of 0-5.

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: (Priority will be given to the following circumstances, in the order they appear)

- 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)
- Number of days/sessions required. A child requiring a full-time place may have preference over one requiring 1 day or less place. This is dependent upon work commitments, occupancy and room availability
- Children who have a 'need' i.e. (Please note, decisions will be made on a case by case basis, based on whether the nursery is able to provide the facilities necessary to meet the welfare needs of the child, including appropriate staffing arrangements.)
 - Children who need a child protection plan
 - Children who are 'looked after' by the LA
 - Children with a special educational need or disability
 - Children for whom a place is requested by a professional outside agency

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 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 requirements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent etc.

Government funded places for early education

All settings registered to accept government funding must offer free places for two to five year olds for early learning sessions specified by the local authority. At Little Steps Day Care we currently provide free funded places available for children, subject to availability. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's second or third birthday.

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.

