

## Admissions

Tiddly Winks Nursery is registered for a number of children equivalent to the floor space available within the building, and is registered to accommodate children between the ages of birth and 8 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). When considering admissions we are mindful of staff : child ratios and the facilities available at the nursery.

The nursery use the following admission criteria, which is applied in the following order of priority:

- Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements
- A child of a member of staff
- Registered children requesting changes or increases to their attendance
- A child who has a sibling who is already with us
- A child requiring a full-time place, over one requiring a part-time place
- A child requiring a whole days, over one requiring a short day
- A child requiring a short days, over one requiring a half day
- A child requiring a half day, over one requiring a funded short session
- A child requiring privately funded hours, over government funded hours
- A child whose parents live within the area
- The nursery's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements. It may be necessary to delay the start of a child in order for the nursery to put into place support mechanisms to enable the child to fully access the service provided
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate a waiting list and places are offered on an availability basis, with the above criteria in mind

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

DDA 1995 and the 2002 amendments lay down a legal obligation on us to consider those designated disabled or disadvantaged, using as far as possible the same criteria as for all other children. As with all potential children, we will encourage, to the best of our ability, the parents to visit and discuss their needs. In the case of those designated as disabled or disadvantaged, or having any additional need, we will carry out an additional review of their individual needs, circumstances and requirements. We will then assess our ability at Tiddly Winks to meet those needs. If we are able to meet those needs by making reasonable adjustments we will do so. It is possible that the start date may be delayed in order for facilities, funding or additional staff to be put in place prior to the attendance of the child.

### **Providers eligible to provide government funded places for early education**

At Tiddly Winks Nursery we currently provide funded places 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. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.