

# Admissions Policy

## Statement of Intent

Stepping Stones Nursery School aims to support and serve the local community through the provision of Early Years Care and Education.

## Conditions of Registration

The following statement is taken from the registration document and is the overriding policy in respect of admissions. These are the Conditions are restrictions that Ofsted has placed on the registration of Stepping Stones Nursery School.

The registered person must comply with the requirements of the Early Years Register set out in the statutory Framework for the Early Years Foundation Stage. This includes a requirement to give parents information about their provision. The Early Years Foundation Stage is available at:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework>.

## Allocation of Places

Determining factors when offering a child place at Stepping Stones Nursery School:

- Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements.
- Priority will be given to children residing in Milford who are eligible for the government Early Years Free Entitlement.
- Priority would then be given to children residing in surrounding villages who are eligible EYFE funding.
- When the application is received extra weight is given to those who have been on the waiting list longest.
- The nursery's ability to provide the facilities for the welfare of the child.

- A child requiring a full-time place will usually have preference over one requiring a part-time place.
- Extenuating circumstances affecting the child's welfare or his/her family.
- Children who are siblings of those already attending.
- Children in descending order of age.
- In the event that Stepping Stones is full a waiting list will be operated.

We operate an inclusion and equality policy and ensure that children have access to nursery places and services irrespective of gender, race, religion, colour or creed.

Prior to a child attending nursery, parents/carers must complete and sign a registration form. The registration form provides the nursery with personal details relating to the child. For example, name, date of birth, address, contact details for parents/carers, emergency contact details, G.P, Health Visitor & Dentist contact details, dietary requirements, health requirements, vaccinations, medical consent, Special Educational Needs, information sharing etc. Parents are also required to sign a copy of the settings terms and conditions.

### **Allocation of Early Years Free Entitlement places**

All settings registered to accept Early Years Free Entitlement funding, detailed in the code of conduct, must offer free places for three to five year olds. Stepping Stones also offers places to children eligible for FEET funding. These places will be allocated on a first come first served basis.