



# Admissions

EYFS: 3.28, 3.57

At the Mulberry Bush we ensure that 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.

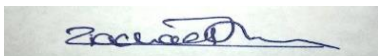
All children are considered on a first come first served basis. However;

- We aim to provide childcare solutions for working families and as such they will be given priority if required
- In light of the above 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
- We require a minimum of 2 half days or one full day to be booked in. Flexibility will only be given to reduce this if we do not have availability.

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 (where the nursery received appropriate funding to provide appropriate care/facilities), religion or belief or sexual orientation of parents.

Prior to a child being booked into the nursery, parents must complete and sign a contract and registration 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. They must also pay the appropriate registration fee.

All settings registered to accept government funding (detailed in the code of practice) must offer free places for three to five year olds for early learning sessions specified by the local authority. At the Mulberry Bush we currently provide free funded places for all eligible children subject to availability and subject to this admissions policy. *These places will be allocated on a first come, first served basis and can be booked in accordance with our preschool booking offers.*

This policy was adopted on	Signed on behalf of the nursery	Date for review
01.02.19		01.02.20