



Admissions Policy

Tiddlers Nursery aims to ensure that all members of our community have access to the Nursery through open, fair and clearly communicated procedures. To ensure this, we will operate the following policy:

The organisation aims to ensure that the existence of the Nursery is widely known across all local communities. We will place notices advertising the Nursery in places where all members of the community can see them, in more than one language if appropriate.

The Nursery will try to keep a place vacant, if this is financially viable, to accommodate emergency admissions.

When a parent contacts the Nursery to enquire about a place for their child, the Nursery manager will make arrangements for the parent and child to come and visit the Nursery. This visit usually involves 30-60minutes at the setting and aims to give the parent and child a clear idea of the nursery's ethos.

The Nursery will operate a minimum two-day induction period, which is agreed between the Nursery manager and the parent prior to the child starting nursery. This will help to ensure that the child will be able to make the transition into nursery life more easily. The induction period will be flexible to ensure the needs of the child and their parent/ carer are met. Induction will be child led and well supported by staff within the nursery. The nursery respects and will be mindful of the attachment between children and their parent/ carer and will discuss and plan transition in a way that supports the emotional well-being of the child and parents/ carers.

The parent/carers will be informed in terms which make it clear that the nursery will welcome fathers, mothers, other relations and other carers, including childminders, people from all cultural, ethnic, religious and social groups, with and without disabilities. This will ensure our Nursery will be inclusive.

The parents/carers will receive clear explanations of practices, in terms of how it enables children with disabilities to take part in the life of the Nursery.

The nursery will monitor the gender and ethnic background of children joining the Nursery to ensure that no accidental discrimination is taking place and ensure our equal opportunities policy is widely known.

The nursery will consult with families about the opening times of the Nursery to avoid excluding anyone and allowing for flexibility to suit all children and family needs. This means making the nursery flexible about

attendance patterns to accommodate the needs of individual children and families if in keeping with staff:child ratio.

The nursery will continue to consult local parents and the local parish council to ensure that the Nursery focuses on meeting the changing needs of the community.

Before the children come to the nursery, parents will be asked to fill out a parent communication book which will outline the child's routine and any requirements to tailor their development plan to that unique child. Parents and carers will be told about any complaints procedures and processes involved for resolving them. There will also be a policy folder made available for parents to look at in their own time

The registration forms will ask the following information:

- Child's full name
- Date of birth
- Name and address of parents
- Who has legal contact with the child
- Who has legal parental responsibility
- Emergency contact details
- Names of people who have permission to pick up the child and drop them off at nursery

Signed on behalf of the nursery:

Date

The date for review: