

ADMISSION OF CHILDREN

General

Woodroyd Nursery aims to ensure all sections of our community are able to access the nursery through open and fair procedures, which are clearly communicated and flexible, where possible.

We ensure that our nursery is widely advertised throughout our locality using a variety of media.

We endeavour to provide written information in more than one language and we have staff members who are fluent in a variety of languages, including sign language.

Where an older sibling already attends the nursery, the younger sibling will be given priority when a place becomes available.

Priority placing is also considered;

- For existing children using the nursery
- When parents/carers are accessing training, education and skill based courses.
- For lone or teenage parents/carers accessing employment or training
- Parents/carers returning to work
- In line with any additional government funding where criterion will be in place.
- Children eligible for early education places for two, three and four year old place.

Registration forms should be completed in full by the parent/carer, checked by a senior staff member and once the place has been offered, if the parent is agreeable, the details should be added to the database. Registration forms are date stamped when they are returned and places are allocated on a first come first serve basis

We make every effort to accommodate an emergency admission but this is dependent on room numbers.

We operate our admissions policy in accordance with our equal opportunities and special needs policy.

- Sessions are flexible to suit the needs of parent/carer and they can choose from 08.00 – 13.00, 13.00 – 16.00 or 08.00 – 16.00
- Parents are required to bring a birth certificate and proof of name and address such as a utility bill, bank statement, to be photocopied and placed in the child's file in the nursery.

Any new child with an identified need is welcomed into the nursery. A settling in timetable will be agreed upon by all parties involved to ensure the nursery can accommodate the child, whilst offering quality provision and the relevant staff is able to access training, if required.

We have several bi-lingual staff but in the event that communication is a barrier, we will contact Bradford Family Information Service to support us in translating the necessary information enabling Parents/Carers to have the opportunity to discuss issues and ask questions.

ADMISSION ARRANGEMENTS FOR CHILDREN WITH ADDITIONAL NEEDS

- Where possible a home visit will be made prior to the child's admission to nursery, providing parents the opportunity to discuss their child's individual needs and ask any questions they may have and for nursery staff to gather as much information as possible prior to each child's admission
- Work together with parents/carers and relevant professionals to ensure all children have a safe and welcoming start when they are admitted to nursery
- Some children take longer than others to settle into nursery so parents/carers are asked to be prepared to stay at the beginning, helping their child to feel secure
- As much notice as possible is required about a child's specific needs so that any necessary adaptations, equipment, staffing or training is provided most effectively for the child