

# Admissions Policy

## Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.



## Procedures

- **Uniform** – to protect your child's own clothes, there is a uniform of a polo shirt and sweatshirt with the nursery logo on it, which can be purchased from the office, if you wish to do so.
- All children should be able to have access to the outside area at all times of the year. **WINTER** – please provide your child with appropriate clothing, waterproof warm coat and named **wellington boots** to be left at nursery. **SUMMER** - please provide your child with appropriate clothing, a sun hat and sun cream. **Sun cream** must be applied before coming to nursery, unless consent is signed by parent to state they are happy for child not to use sun cream. Refer to the Registration Form for consent to reapply sun cream provided by you.
- Children have “accidents” from time to time therefore please ensure your child has spare clothing in Nursery (tops, trousers, pants, socks, shoes) We have limited supplies and cannot always guarantee we can provide spare clothing in the event of an “accident”. If your child does not have spare clothing, you may be called to bring some in.
- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible via our website, however, you are welcome to come and speak to us about your child.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relatives and carers, including child-minders.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents/carers with disabilities to take part in the life of the setting.
- Parents/carers are encouraged to visit with their child shortly before admission is due and should be prepared to stay with their child if necessary for the first session or two.
- We work on a term time only basis (38 weeks) in line with Thorney Island Community Primary School.
- A minimum of two sessions per week must be booked to enable the child to settle in and to benefit from nursery life.
- Funding is available for children who are 2, 3 and 4 years old. There is certain criteria for this to be able to be applied for (see separate guidance re: funding) We will discuss this during a visit to the nursery and give further information.

- Funding can be used between the hours of 7.30-5.30, with our main funded sessions being 9-12 & 12.30-3.30. Extra funded hours over and above these sessions can be used for breakfast and after school club sessions (maximum of 15 or 30 per week.) The lunchtime period, 12-12.30 is generally not included within the funded hours, and will be chargeable, along with the cost of the hot food. Where the lunch period is included in the funded hours, then there will be a cost for the hot food only. A packed lunch may be considered (see our healthy eating policy)
- A full discussion about funded hours and the best way to apply this to each individual child will be discussed during the initial visit to the nursery.
- Our intake is representative of social diversity due to the diversity of soldiers on site using the nursery, along with those that live off island.
- We make our Valuing Diversity and Promoting Equality Policy widely known.

We operate a sessional booking system as detailed below:

Session	Hours
B/fast	07.30 to 09.00
Early drop off	08.30 to 09.00
AM	09.00 to 12.00
Lunch	12.00 to 12.30
PM	12.30 to 15.30
4 pm collection	15.30 to 16.00
5 pm collection including tea	15.30 to 17.00*
Tea	15.30-17.30*

**\*Please Note: We close at 15.00 on Fridays**

**We open term time only – in line with Thorney Island School**

This policy was adopted at a meeting of: Thorney Island Nursery

Held on: May 2023

Date to be reviewed: May 2024

Signed on behalf of the committee: \_\_\_\_\_ (original signed)

Name of signatory: Karen Theobald

Role of signatory: Manager