



Admissions Policy

Wild at Heart Day Nursery Ltd.

January 2020

Wild at Hearts admission policy has been developed to help parents understand how we offer nursery places and services to both fee-paying families and those families who wish to use their entitlement of the Government's funded hours. 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.

The nursery will use the following admission criteria which will be applied in the following order of priority:

- ⌘ Availability of places and the setting's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements;*
- ⌘ When the application is received (extra weight is given to those who have been on the waiting list the longest);*
- ⌘ Siblings of current Wild at Heart children;*
- ⌘ A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework;*
- ⌘ Children from a new family registering for the first time.*

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 operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

We would always recommend that you view the nursery before making your final decision to place your child with us. Following your visit to Wild at Heart Day Nursery, we will check our availability to ensure the days or sessions you require are available. If your required sessions are available, we will issue you with a welcome pack for you to complete. These forms provide the nursery with personal details relating to the child. For example, emergency contact details and parental consent. If your required days or sessions are unavailable, you can elect to place your child on our waiting list. Our waiting list operates on a 'first come, first served' basis, however, priority is given to admissions as listed above. You will receive written confirmation from the nursery setting if we can offer the place and places are only confirmed once the registration fee of £50 has been paid.

Early Years Funding Entitlement Bookings

Our core offer of high-quality education, child development and childcare services is identical regardless of how a parent chooses to access their child's funded hours at Wild at Heart Day Nursery. We accept applications for both 15 hours and 30-hours Government funded places. Please see Wild at Hearts 'Fees and Funding' document for further information. Please note that EYFE funding covers the care of your child and does not include any consumables such as food, nappies and activities, therefore there will be a small additional charge per session for these.

Family

Wild at Heart benefits from a nursery software called Family. This is integral to the day to day information sharing within the nursery, such as occupancy, child development, invoicing, transitions, accident reports and your fee account.

Please see our separate privacy notice about Family, which we ask you to sign, for full details of the information stored. If you do not wish your information to be held on Family, we will not be able to register your child at Wild at Heart Day Nursery. Ofsted set specific data requirements on nurseries and this is how we manage ours.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>18th January 2020</i>	<i>Anna Rimmer</i>	<i>September 2020</i>