



VENN BOULEVARD NURSERY

ADMISSIONS POLICY

Reviewed By	Approved By	Date of Approval	Version Approved
Claire Goodaire	Venn Academy	Sept 2022	1.1
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Policy Statement

The Venn Boulevard Nursery is specialist provision which provides places for children aged 0-3. Children who qualify for the 2-year old funding (EEF) will be offered either morning sessions or afternoon sessions and not a mixture of both as this can impact the session times that we offer other children.

Aim

At Venn Boulevard Nursery we have space for 20 2-year olds and 12 babies at any one time. The numbers and ages of the children in our Nursery comply with the legal space requirements as set out in the Early Years Foundation Stage.

When admitting children into our Nursery we consider these factors:

- Availability of places, considering staff ratios and the age of the child.
- When the application has been received, we do have a waiting list and children who are on there will usually be given priority.
- Our ability to provide the necessary facilities for the welfare of the child.
- Children will usually be offered morning or afternoon sessions. Full time places are available for parents who require full time care for their child.
- Any extenuating circumstances that may affect the child's welfare or the welfare of the family.

We ensure that all children have access to a Nursery place, providing we have space for them.

Prior to a child being admitted to our Nursery all parents must complete a signed registration form, those that have access to the EEF funding must ensure they have a complete signed declaration form and proof of the funding being awarded. Those who are private paying customers must sign a contract.

The registration form provides us with all the necessary details we require, such as contact details for parents/carers, dietary requirements, allergies and vaccinations etc.

All settings that are registered to accept government funding must offer places to children who are eligible. At Venn Boulevard Nursery we provide free funded places to children who are eligible. They are usually offered 5 morning sessions or 5

afternoon sessions. If there is availability we can offer more flexible sessions if required. In extenuating circumstances, we do swap children's sessions to accommodate the needs of the family.

Written by: Claire Goodaire and Gill Brigham

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