



GROVE HOUSE CHILDREN'S CENTRE
Head of Centre: Himisha Patel

ADMISSION POLICY

1. Infant Toddler Centre
2. Over 3's Nursery

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Reviewed: January 2017
Next review: January 2018

Approved by Governing Body at their meeting on 27th April 2017.

Signed: Chair of Governors

Admission Policy

Our admissions arrangements are fair and transparent, and do not discriminate on race, religion and belief, gender, disability or socio-economic factors.

Exclusions will always be based on the centre's Behaviour Policy. We will closely monitor exclusions to avoid any potential adverse impact and ensure any discrepancies are identified and dealt with.

We hope this provides you with the necessary information to understand our admissions process.

1. Infant and Toddler Centre

Parent/Carer completes the Children's Centre registration form as an expression of interest in a place. Parent/Carer are asked to provide the birth certificate and where this is not available, the passport to verify date of birth and confirmation of name.

Children can start from the age of 3 months and younger babies on consultation with parents and other agencies.

Priority will be given to children in the following order:

1. A child with special needs or referral made through external agencies and at the discretion of the Head of Centre.
2. Staff children (for recruitment and retention purposes)
3. Siblings of children already in the Nursery
4. By date of registration for a place in the Centre

An **official visit** is arranged nearer to when a place is likely to become available and is an opportunity to be shown around the Centre and ask any questions that you may have about our provision.

Once start date is offered and accepted by the parent, a refundable deposit of one month's fees will be taken to secure the place on completion of a contract.

A welcome pack containing important information is given to the parents during the settling in week. This includes a start date letter.

Induction meeting for parents is held with Head and/or Deputy Head to give information about the centre, services and how children learn and this is also an opportunity for parents/carers to ask questions. Where possible this is held before the child's start date.

2-year funded places: Children who are applying for a 2 year funded place will meet with the head of centre when they register. Places will be offered when available in date of birth order, or prioritised on the needs of the child/ family at the discretion of the head.

Where possible a **Home Visit** is arranged usually during the settling in week. It is a time when the child and the parent can become familiar with staff from the nursery, thus making the settling in period easier. It is also a chance for information to be shared between the staff and the parents about the child or the necessary. This involves two members of staff visiting the home and completing a pre-arranged activity, working alongside the parent and the child.

Settling week:

Parents are required to bring in the children every day a week prior to starting, The length of time per day is dependent on the sessions required and arranged with the keyworker. In our experience a week is sufficient to settle a child however, some children need longer but fees will be effective from their start date.

There is no charge to parents for the settling in week.

During this week the parent and keyworker will discuss the child's interests, routines and complete an 'all about me' sheet.

On the first day of attendance parents are asked to bring in:

- Four passport sized photos of your child
- £30 for a book bag, spare clothes bag, ortfolio and school fund

It is important to note that a place in the Infant Toddler Centre does NOT guarantee a place in the Nursery when the child turns 3 however every effort is made to accommodate children when transferring.

2. Over 3's Nursery

Please be aware that admission to the nursery does not guarantee a place in any particular primary school.

All 3-year-old children are entitled to start nursery during the term after their 3rd birthday. Children attend nursery until July after their 4th birthday. Children attend the nursery on a part time basis for 15 hours (3 hours per day) for either a morning or afternoon session. For 30-hour entitlement, see below.

We also have provision for children to attend extended hours on a fee-paying basis, prices are available on request from the office.

Priority order applied:

1. A child with special needs or referral made through external agencies and at the discretion of the Head of Centre.
2. Staff children (for recruitment and retention purposes)
3. By date of birth, with older children being given priority
4. Siblings of children already attending the Centre
5. Those transferring from the ITC

Registration

They can be registered at any time from birth onwards by completing the Children's Centre registration form. The parent/carer is asked to provide the birth certificate and where this is not available, the passport to verify date of birth and confirmation of name.

Open Day

Parents are invited to an Open Day at the nursery, this is an opportunity for the parents to look around the nursery and gain an understanding of how the curriculum is delivered and ask any questions they may have.

Part time places

Part time places are offered according to the above criteria and chronological order of the children (eldest to youngest). Whenever possible, these places are offered half a term in advance.

30-hour entitlement

From September 2017 we will offer 30-hour funded provision for eligible 3 / 4 year old children. Parents are offered places on a first come, first serve basis, on the production of an eligible voucher code. Parents will not be offered a place or put on the waiting list without the relevant voucher code.

Home-visits

Wherever possible, prior to the child starting, the opportunity for a home-visit is offered to the parent. It is a time when the child and the parent can become familiar with staff from the nursery, thus making the settling in period easier. It is also a chance for information to be shared between the staff and the parents about the child or the necessary. This involves two members of staff visiting the home and completing a pre-arranged activity, working alongside the parent and the child.

Induction Meeting

Once the start date is arranged parents/carers are asked to attend an Induction meeting with the Head of Centre and/or Deputy Head. This meeting is an opportunity to meet the Head/Deputy Head and ask any questions they may have about their child starting nursery.

Start day

The parents are expected to stay for at least the first day but should be prepared to stay for at least the second and subsequent days until the child is ready to be left. The keyworker will go through some induction points with the parents.

A welcome pack containing important information is given to the parents prior to the start date. This includes a start date letter.