



Admissions Policy

Berry Grove Childcare offer childcare spaces for children aged 6 months to 5 years. We are open 51 weeks per year, Monday – Friday 07:45-17:45. Our admissions procedures are fair, clear and open to all parents who apply for a place.

Spaces

The nursery will allocate spaces on a first come first served basis however spaces may take into account children and families individual circumstances. Full time space may be favoured over Part-time spaces. Children's date of births will be used to allocate spaces due to the room space requirements and the child:staff ratios.

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

1. Children entitled to the early year entitlement funding.
2. Looked after children
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
4. Children who have siblings who are already with us
5. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
6. Children whose parents live within the area.

Waiting List

Our waiting list is added to on a first come first served basis however spaces may be allocated in a different order due to availability of session and we may also take into account:

- If siblings already attend the setting
- The child is a looked after child or a vulnerable child with a Child in Need Plan or Child Protection Plan.
- The location of the child's home in relation to the setting
- The child has a diagnosed SEND need.
- The capacity of the setting to meet the child's needs.
- The availability of fully funded spaces available.

Early Years Entitlement

Berry Grove Childcare are registered to deliver early years entitlement funding for all children entitled. Parents should check their eligibility at www.childcarechoices.gov.uk and supply these details to the Nursery Manager. All funded spaces are subject to availability and will be allocated on a first come first served basis.

When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

Children with SEND

- The manager and SENDco must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.
- Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by



the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.

- At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.
- Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.
- Although every effort is made to accommodate every child and reasonable adjustments will always be made first where possible. The setting does however reserve the right to refuse a space if the child's needs cannot be met by the setting. This could be due to lack of funding to meet the child's needs, lack of specialist equipment available to the setting, staff : child ratios cannot be enhanced due to setting viability or if the child presents in an aggressive manner that may put other children and staff at risk of physical harm.

Safeguarding/child protection

If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Securing your child's space

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

To secure your child's space a deposit will be taken, details of this can be found on our Fees and Charges Structure. No space is secure until parents have completed all relevant paperwork, a copy of the child's birth certificate has been seen by management and a deposit (if required) is taken.

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.