

ADMISSIONS POLICY



OCTOBER 2020
WITH COVID-19 ADDENDUM

<i>This Policy was adopted on</i>	<i>Signed on behalf of the nursery</i>	<i>Date for Review</i>
<i>September 2019</i>	<i>L Jessiman</i>	<i>September 2020</i>
<i>October 2020</i>	<i>L Jessiman</i>	<i>October 2021</i>

EVELINE DAY NURSERIES

Head Office, 30 Ritherdon Road, Tooting SW17 8QD
info@evelinedaynursery.com 0208 672 7549

Admissions

EYFS: 3.28, 3.57

Trinity Crescent Nursery is registered for 50 children
Ritherdon Road Nursery is registered for 36 children
Seely Hall Nursery is registered for 41 children
Geraldine Road Nursery is registered for 63 children
Quicks Road Nursery is registered for 50 children
Grand Drive Nursery is registered for 54 children
Swan House is registered for 120 children
The Boulevard Nursery is registered for 52 children

The numbers and ages of children admitted to the Eveline Day and Nursery Schools 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 each individual setting.

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff, child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- 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
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family

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.

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

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sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the code of practice) must offer funded places for three to five-year olds for early learning sessions specified by the local authority. At the Eveline Day Nurseries we currently provide funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for the funded nursery education we have a termly intake, beginning the term following your child's third birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government. 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 EEF (Early Education Funding) sessions according to our business requirements.

Addendum (Covid-19)

Children who are symptom free or have completed the required isolation period, can attend nursery. Families are asked to inform the nursery if they, the child or anyone in their household has any symptoms and to follow the COVID-19 guidance.

Children that have been classed as clinically extremely vulnerable, due to pre-existing medical conditions, have been advised to shield and are not expected to return to nursery yet. We will continue to communicate with you and help you to learn at home as much as possible. This will be reviewed in line with government guidelines.

We will provide parents with clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of children and themselves.

If anyone becomes unwell with the most common symptoms of coronavirus in the nursery they must be sent home and advised to follow the COVID-19: Guidance for households with possible coronavirus infection <https://www.gov.uk/government/publications/covid-19-stay-at-home->

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guidance Up-to-date information about the symptoms of coronavirus can also be found [here](#).

When a child develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.

Staff and children in all early years' settings are eligible for testing if they become ill with coronavirus symptoms, as will members of their household. A negative test will enable children to return to the nursery and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting. We will work with staff and families, where testing is required to arrange for this as soon as possible. Positive tests will be reported to the HSE.

Anosmia in small children

It will be very difficult to recognise this symptom in young children and they often go off food and drink for many reasons including when teething. It is advised that if a child does refuse food/drink at nursery we will inform parents in the usual way and ask them to monitor this alongside any other coronavirus symptoms.