

## ADMISSIONS

**BEST Nurseries** is registered with Ofsted to provide childcare and education for children from 4 months to 12 years.

### **Statement of intent**

It is our intention to make BEST Nurseries accessible to children and families from all sections of the local community.

### **Aim**

We aim to ensure that all sections of our community have access to BEST Nurseries through open, fair and clearly communicated procedures.

### **Methods**

In order to achieve this aim, we operate the following admissions policy

- We ensure that the existence of BEST Nurseries is widely advertised in places accessible to all sections of the community.
- We ensure that information about BEST Nurseries is accessible – in written and spoken form – and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter. If a parent/carer requires any special requirements they must inform the manager upon enrolment or as requirement arises.

We arrange our waiting list in birth order. In addition, our policy may take into account the following:

- The vicinity of the home to BEST Nurseries (we do not have a catchment area)
- Siblings already attending BEST Nurseries
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission
- We describe BEST Nurseries and our practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe BEST Nurseries and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English
- We describe BEST Nurseries and its practices in terms of how it enables children with disabilities to take part in the life of the Nurseries.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of BEST Nurseries to avoid excluding anyone.
- A minimum of two sessions a week is required for a child to be enrolled at the Nurseries.

All information that could be deemed to be personal information is kept in accordance with the Data Protection Act 2018

DATE APPROVED:	19th July 2021
APPROVED BY:	Alison Wilshaw
NEXT REVIEW DATE:	19th July 2022