

ADMISSION POLICY

At Ramas Daycare, we are committed to being as inclusive as possible in regards to our admissions at our nurseries. We strive to be a provider of funded childcare without it impacting the quality of our provisions. This policy outlines our approach to nursery admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

Ramas Daycare care for children between the ages of three months and five years old. The numbers and ages of children admitted to the nursery 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 the nursery. Places will usually be offered on a first-come, first-served basis if there are places available within the age group, but if there is a waiting list, the nursery will use the following admission criteria which will be applied in the following order of priority:

1. Children currently attending who are increasing their sessions
2. Children who have siblings already attending the nursery
3. Children attending another Ramas Daycare nursery who are transferring [If applicable]
4. Children of Ramas Daycare employees
5. Looked after children
6. 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
7. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
8. Children whose parents live within the local area
9. Children whose parents work within the local area

A child requiring a full-time place may take priority over one requiring a part-time place, and bookings for full sessions and all year round will take priority over part-sessions and term-time only bookings.

Government funding for early education can be used for hours within normal bookings, and the additional paid-for hours will be charged at the amount required to meet the normal session cost, after considering the amount received from the local authority for the funded hours.

Fully funded sessions may be available for two-, three- and four-year-olds, subject to eligibility and the availability of sessions and staffing arrangements. No additional charges will be made for those sessions, but attendance will be limited to specific hours, and charges will be incurred for any additional attendance.

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 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.

We strongly believe that all children should have fair and equal access to meals, snacks and activities and we therefore do not charge any top-up fees for funded-only sessions, even on an optional basis.

Registering

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.

A registration fee and refundable deposit may be payable to secure a booking, but these are not payable for fully funded places. The deposit is also not paid for siblings if one already attends the setting. The deposit is refunded providing your child starts the nursery, the first month's fees have been paid and at least one month's notice is given when you decide to leave.

Settling-In

Ramas Daycare will settle in our children in two ways.

Firstly, we have a settling-in period prior to starting. This generally occurs over three days, though can be extended to ensure that each child is fully settled here. The settling-in period happens as follows:

- The first day – your child will be here for one hour. We will settle your child into the room, introduce them to their new friends, teachers and potential key-person. You will stay with them for most of the time and attempt to leave to see how they cope without you for a short period. This is an opportunity for you to fill in paperwork regarding their routine and development.
- The second day – your child will be here for one and a half hours. Here you will bring your child into their room and leave shortly after once they have engaged in an activity.
- The third day – your child will be here for three hours; they will be provided with a meal to see how they eat with their peers
- Hopefully, your child would have settled by the third day, though every child is different and as mentioned above, if you or we feel that your child has not settled this period can be extended until they have

Providing the settling-in period is successful your child can start after then. The settling-in period is mandatory though is provided free of charge.

Once they have started, we ensure that each child gets used to the setting over the next few months. This is done by doing the following:

- Parents are given opportunities to share what they know about their child either in written form or through informal interviews. This is used in planning appropriate activities for the children.
- During the settling in period, activities and experiences provided in the nursery are geared towards helping the children settle into the new environment and routines, in response to how each child is progressing.
- An emphasis is made in the first half term on looking at the children and their families and sharing photographs and home experiences. Displays are centred on the children, their families and their experiences.
- We hold a 'Settling-in Review' four to six weeks after the child initially starts to discuss with the parent/carer how their child has settled in and how they are making progress, and how they can support their child at home.
- If a child still needs support to help them to feel secure, safe and happy in the nursery, we would continue to work closely with the parents/carers to help enable their child to feel confident within the setting.
- A 'Settling In' questionnaire is given to all new parents after six weeks to gather feedback and to ensure we are doing all we can to make the process as smooth and happy as possible.