

# ADMISSIONS POLICY



OCTOBER 2020

<b><i>This Policy was adopted on</i></b>	<b><i>Signed on behalf of the nursery</i></b>	<b><i>Date for Review</i></b>
September 2019	L Jessiman	September 2020
Reviewed September 2021	L Jessiman	September 2022

**EVELINE DAY NURSERIES**

Head Office, 30 Ritherdon Road, Tooting SW17 8QD  
[info@evelinedaynursery.com](mailto: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 57 children  
Swan House is registered for 120 children  
The Boulevard Nursery is registered for 55 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



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.