



OPERATIONAL PLAN STANDARD 2 – ADMISSIONS

Supporting Documentation S2.1 Admissions Policy

Policy Statement:

At Kaleidoscope Nursery, we are committed to providing a high-quality early education and care for all children in a welcoming, inclusive, and safe environment. Our Admissions Policy ensures that the process of offering places is transparent, fair, and non-discriminatory. We aim to make our setting accessible to all families in the community while prioritising the well-being of the children.

This policy is in line with the *Early Years Foundation Stage (EYFS)* framework, the Equality Act 2010, and other relevant statutory guidance.

1. Aims of the Policy

- To provide a clear, fair, and transparent admissions process.
- To ensure that the setting is accessible to children from all backgrounds and abilities.
- To ensure that admissions are handled in a non-discriminatory manner, respecting diversity and promoting inclusion.
- To work in partnership with parents/carers to support their child's transition into the setting.
- To ensure that the setting operates within its capacity limits and maintains appropriate staffing levels to meet the needs of the children.

2. Admissions Criteria

Places at Kaleidoscope nursery will be offered based on the following criteria:

- Availability of spaces, taking into account the staff/child ratios, the age of the child and the registration requirements
- Applications are considered on a first come, first served basis, unless there are other siblings to be considered first
- Our ability to provide the correct/necessary facilities for the welfare of the child, including meeting the needs of EHCP's and children with SEND.
- Any extenuating circumstances affecting the child's welfare or his/her family

We do not discriminate against children or families based on race, gender, religion, disability, or any other protected characteristic under the Equality Act 2010.

3. Registration Process

Parents/carers interested in applying for a place at Kaleidoscope nursery are encouraged to have a viewing of the setting and read through the Nursery prospectus. They must complete a Registration Form, which is available via email using a secure link. All data collected via this online form will be processed in line with GDPR legislation. The Registration link must be completed and submitted online, and a non-refundable registration fee of £60.00 will be required to secure a space, where children are using over the funded 15/30



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hours per week. For funded only children, who book their sessions more than one month in advance, a £60 refundable deposit will be required to hold the child's space.

Once a Registration form has been completed, the Terms and Conditions will appear at the bottom. A copy of these will be emailed on completion. A child's space is considered booked, when a confirmation email has been received.

4. Waiting List

If there are no available places at the time of application, alternative sessions will be offered. Where sessions are completely unavailable, the child's name will be added to the waiting list. Places are allocated from the waiting list based on the admissions criteria outlined above. There is no charge to be added to the waiting list.

Parents/carers will be informed of their position on the waiting list and contacted when a suitable place becomes available. There is no obligation for parents/carers to accept a place once one becomes available.

5. Sessions and Availability

We offer a range of flexible sessions to meet the needs of families, including:

Parents/carers can request their preferred sessions when completing the registration form. While we strive to accommodate preferences, sessions will be allocated based on availability and operational requirements.

6. Funded Places

We offer government-funded places for eligible children, Parents/carers wishing to apply for funded places must provide the relevant eligibility information and documentation. Funded places are offered in accordance with the local authority's funding terms and conditions. Please note that additional charges for meals, trips, and certain activities may apply.

Children attending only funded hours don't need to pay the registration fee, unless they are booking more than one month in advance then the registration fee will be charged to save the child's space, but this will be refunded with the first invoice.

7. Settling-In Procedure

We believe that settling-in is a crucial part of the admissions process. A well-planned settling-in period helps children adjust to the new environment and ensures a positive start to their time with us. Our procedure includes:

- **Introductory Visits:** Before the child's start date, parents/carers are invited to bring the child for introductory visits to familiarise them with the setting and staff.



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- **Gradual Settling-In:** The settling-in process will generally be 6-8 sessions starting at an hour and building up. These will be tailored to the individual needs of the child and family, depending on the sessions they have booked in. Children may not just start their sessions because parents say they will settle in or they are used to being in nursery. All children and families must follow the settling in procedure.
- **Parent Partnership:** We work in partnership with parents/carers throughout the settling-in period, ensuring open communication and support for the child's emotional well-being.

8. Attendance and Absence

Regular attendance is important for children's development and well-being. Parents/carers are required to inform the setting as soon as possible if their child will be absent due to illness, holidays, or other reasons. Persistent absence without valid reasons may result in the child's place being reviewed.

Attendance will be monitored and when we are not advised of an absence, same day call back will be made to the parent to enquire about the welfare of the child inline with our child sickness policy.

if we are not made aware of an absence we will phone parents/carers and enquire as to why you are not attending this is inline with our child sickness policy.

9. Termination of a Place

Kaleidoscope nursery reserves the right to terminate a place if:

- There are unresolved issues relating to parents or carers towards the Nursery and its staff and children, either in person, via message or email, or via Social Media..
- Fees are repeatedly not paid, and the account is in arrears, even after a Payment Plan has been made..
- The child's attendance is consistently poor without explanation, impacting their development or the running of the setting.

In all cases, termination of a place will be a last resort, and we will work closely with parents/carers to find solutions before making such a decision.

Parents/carers must provide a minimum of one month's written notice if they wish to withdraw their child from the setting.

10. Inclusion and Special Educational Needs and Disabilities

We are committed to ensuring that all children, including those with Special Educational Needs and Disabilities (SEND), can access and thrive in our setting. Our SEND Policy and Procedure outlines how we will work in partnership with parents/carers and external agencies to provide the necessary support for children with additional needs.



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Reasonable adjustments will be made to accommodate the needs of children with disabilities or learning difficulties, in line with the Equality Act 2010.

Cross-Reference with: S1.1 Attendance Policy S4.2 Data and Information Sharing and Record Keeping Policy S9.1 Equality and Diversity Policy and Procedure S10.1 SEND Policy and Procedure S12.2 Partnership with Parents S31.1 Safeguarding Policy and Procedure S13.2 Child Protection Policy and Procedure	Date of Review: 01.11.25 Next Review Due: 01.11.26 Approved by: KMT
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