



Happy Bunnies Nursery

Admissions Policy

September 2017

Sign.....

Print.....

Position.....

Date.....

Internal use only

Date of review	Author	Date of next review
September 2019	Gemma Linton	September 2020

Admissions Policy

Happy Bunnies Nursery is registered for a total of 55 children between the ages of 0 months and 5 years. The above is in accordance with the legal space requirements as stated in the Early Years Foundation Stage and is the overriding policy in respect of admissions.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

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

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 and also provide their original birth certificate or Passport. 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.

Government funded places

All settings registered to accept government funding must offer free places for two three and four year olds for the sessions specified by the local authority. At Happy Bunnies we currently provide free funded places available for children subject to availability. These places will be allocated on a first-come, first-served basis and can be booked in advance.

Please note for admissions for the free nursery education places commence at the beginning of the term following your child's second or third birthday.

When you register your child for their funded place we will discuss your needs, and will try to accommodate your requirements as much as possible.