



Name:	Date written:
Admissions Policy	Dec 2022
Written by:	Date of Revision:
Emma Holmes/ Louise Lloyd-Evans	13/9/23
Policy Statement	
This policy is in place so that we can manage applications and space allocations efficiently and fairly for babies and children aged 0-5 years.	
Aims and Purpose	
This policy ensures that we follow the space requirements in the EYFS and ratios, this determines how many babies and children we can accommodate daily. Staff are knowledgeable, experienced, and qualified to work with babies and young children.	
Applicability	
New Parents Office Staff	
Definition of Terms	
Funded places: The model agreement applies to the 15 hour entitlement for the most disadvantaged two-year-olds, the 15 hour entitlement for parents of three- and four-year-olds (the universal entitlement) and the 30 hours entitlement for working parents of three- and four-year-olds (the extended entitlement).	
Overview	
General Notes First Email – Video Show Around Second Email – Invitation for a Physical Show Around Third Email – Request for Deposit Fourth Email – Welcome to Young Friends Kindergarten	
Procedures	
General Notes <ul style="list-style-type: none"> • The admissions policy and application process is open to all. • We make every effort to ensure accessibility and strive to maintain close parent partnerships. • Information is made available primarily in clear English and can be translated easily on request. We welcome applications from our local community, and we 	

make every effort to ensure that children and families join us in acknowledging, respecting, and celebrating diversity.

- Children with Special Educational Needs and Disabilities are fully supported in line with our SEND policy, working with other professionals and the terms and conditions of the local offer. Places are prioritised for children with a specific need who have been referred to us by outside agencies. No family will be discriminated against, and monitoring will be undertaken regularly to ensure that all families feel welcomed and supported.
- Policies are in place to ensure the safety and security of all staff, parents, and children. All parents must follow these as part of their commitment to working with us and as a condition of attendance. We reserve the right to withdraw a place in exceptional circumstances.
- Terms begin as follows Spring 1st January, Summer 1st April, and Autumn 1st September.
- We offer a limited amount of half day free funded places. Full day funded places are offered with our extras package.
- Children will either be in the 0-2 years pod or the 2 years-school age pod.
- Siblings of current children will take priority on our waiting list where possible and based on availability.
- Spaces cannot be guaranteed for those on the waiting list, but every effort is made to keep parents fully informed.
- Parents can amend their session times and days via email prior to place allocation keeping their first come first served status. Parents who have children already at the setting must apply as above and will be offered a priority place based on availability, session times and days of the pod their current child is in.
- Parents must inform us if they no longer require a space for their child whilst on the waiting list.
- Invoices will be adjusted accordingly for children starting part way through the month.
- Young Friends need a month notice if you want to remove your child from the nursery.

First Email – Video Show Around

- Parents can make enquires via email, telephone or using the forms on our website and social media pages. These are collated and managed via our app, Family. All enquiries are managed by Emma Holmes, the Nursery Manager

- Parents and carers who enquire are sent a comprehensive show around video, featuring Louise Llyod-Evans our founder.

Second Email – Invitation for a Physical Show Around

- If new families are still interested, they will be invited to a personal show around where they will meet the pod leads and the manager, who will show them the nursery environment and answer any questions.
- Parents can find out more about us, our curriculum and our eco-friendly approach via our social media pages and website. Parents are encouraged to find out about our approach to risk, learning through play and our creative and resourceful environment. The fees and funding section on the website contains information about session times and terms and conditions.

Third Email – Request for Deposit

- If the new family requires a place, we send a deposit request email.
- If the child receives funding the deposit is £50 but otherwise it is £200.

Fourth Email – Welcome to Young Friends Kindergarten

- When the deposit has been paid, we send a welcome email and some relevant policies and terms and conditions. We also add the child to our online communication app – Family and send the family a login. They are required to fill out all their and their child's details once a space is secured.
- Contracts are agreed and signed as part of our settling in process.

External Links and Organisations

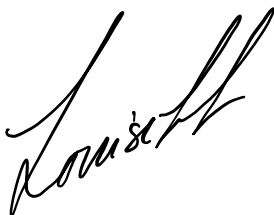
N/A

Relevant Policies and Documents

Early Years Funding Entitlement Policy
Key Person Policy
SEND Policy
Parent Code of Conduct
Settling in and Transitions Policy

Authorisation

Signature:



Louise Lloyd-Evans
Owner and Director

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