



# Deerness Valley Nursery

## Admissions Policy

At **Deerness Valley Nursery** we care for children between the ages of **0** and **7**.

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). Those children older than 5 are counted within the “over threes” space and staffing requirements as though they were an early years child. When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

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 and dentist's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

The following information details how non-funded and funded places are allocated.

When children are registered for their space we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes providing we can meet the needs of your child. The management reserve the right to direct families to other child-care services should Deerness Valley Nursery be unable to best meet their needs. In these circumstances we will work with the family and Durham Council Early Years Team to make suitable recommendations regarding alternatives.

### **Applications for non-funded places**

Applications for non-funded places will generally be considered on a first-come first served basis. Applications are considered all year round. Parents will complete application forms and the child will be offered a place when one becomes available. We use the following admission criteria for non-funded spaces which will be applied in the following order of priority:

1. Families requiring full day child care.
2. Children who have siblings who are already with us.

### **Applications for funded spaces.**

At **Deerness Valley Nursery** we currently provide free funded places for eligible two year olds and all three to five year olds. These are subject to availability.



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Applications for funded spaces have their own schedule (see below). Applications for funded spaces will be reviewed after the deadline date relevant to the starting term. Spaces will be allocated following our admissions criteria and availability.

We use the following admission criteria which will be applied in the following order of priority:

1. Children who are already attending Deerness Valley Nursery
2. Children who have siblings who have attended Deerness Valley Nursery.
3. Children from Christian families i.e children from families who regularly attend a church.
4. Distance from nursery.

The management reserve the right to prioritise spaces to other children under special circumstances as they see fit.

## **Funded Applications Schedule:**

This table is an example of the schedule, applications close approximately 1 year before the spaces begin.

<b>Starting term</b>	<b>Application deadline date</b>
January 2023	1 <sup>st</sup> January 2022
April 2023	1 <sup>st</sup> March 2022
September 2023	1 <sup>st</sup> August 2022
January 2024	1 <sup>st</sup> June 2023

All funded sessions are in line with the flexible arrangement as specified by the Government.

Where we have been unable to accommodate an application for a funded space, families will be offered:

1. To go on the waiting list for if a space becomes available that term.
2. To put their application forward to the next term of funding to be considered following our standard admissions criteria.

## **Waiting List**

NB Not all children on the waiting list will be offered a space. Being on the list does not guarantee a space will be offered or become available.

Waiting lists are not primarily first come first served. Waiting list spaces are considered in this order, where families meet the same criteria then their request will be considered on a first come first served basis:

1. Non funded sessions, in order of our admissions criteria for those sessions.
2. Funded sessions requiring a full day of sessions.
3. Current child increasing or changing their sessions.
4. New children waiting for a space to become available in accordance with our admissions criteria.

**Latest Review: September 2021**