



1. Admissions Policy

This policy links to the following Legislation & Key Guidance

- Statutory Framework for the Early Years Foundation Stage – Sept 2021
 - Children Act 1989 & 2004
 - Every Child Matters 2004
 - Childcare Act 2006
 - United Nations Convention on the Rights of the Child 1989
 - Keeping Children Safe in Education Sept 2022
 - Equality Act 2010
 - GDPR May 2018
- Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018)

Unique Child	Positive Relationships	Enabling Environments	Learning & Development
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.	Children learn to be strong and independent through positive relationships	Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.	Children develop and learn at different rates. The framework covers the education and care of all children in early years' provision, including children with special educational needs and disabilities.

1: Admissions

Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. We aim to foster a love of lifelong learning for all throughout our setting.

Notes

The Nursery has regard for the Statutory Framework for the Early Years Foundation Stage (incl. Safeguarding & Welfare Requirements) 2021 and with The Children Act 2004 and the Childcare Act 2006 in respect of implementing the Government's five outcomes for children:

1. Be healthy
2. Stay safe
3. Enjoy their lives and achieve their potential.
4. Contribute to their local community. (Making a positive contribution)
5. Achieve a good standard of living. (Economic wellbeing)

The term parent used within this document refers to the principal carer of the child.

Procedures

- We ensure that our setting is advertised in places accessible to all sections of the community
- We ensure that information about our setting is accessible. This could be written or verbal, including our website, www.prhn.co.uk. Where the needs of the family indicate that it is required, every effort will be made to translate using an alternative language, Braille or sign language, etc. to allow them to access the information.
- The Nursery is registered to provide care and education for children aged 2 – 5 years.
- Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time.
- The Nursery will require proof of your child's age and identity to ensure that the Nursery does not breach its registration requirements. Documents that can be used for this purpose include: Birth Certificate, Passport, Adoption certificate or similar. Nursery must also be informed about who has legal contact with the child and who has parental responsibility; this information must be recorded on the child's registration form.
- We will endeavour to accommodate children on the sessions they prefer, on a first come, first served basis, but if places on those sessions are limited then we may take the following into account:
 - i) Children with siblings in the group

- ii) Special needs, Health Visitor referral or A2YO funding.
- iii) Children from the Primrose Hill catchment area
- iv) Age of child, i.e. a child in school entry year.

1.1: Child Care Practice

Policy Statement

All children are allocated a Key Person who will help the child to become familiar with the Nursery and to feel confident and safe within it. The Key Person will develop a bond with the child and its parents offering a settled and close relationship. Research shows that a key person approach benefits the child, the parents, the staff and the Nursery by providing secure relationships in which children thrive, parents have the confidence, staff are committed and the Nursery is a happy and dedicated place to attend or work in.

Notes

The Key Person role is set out in the Safeguarding & Welfare Requirements of the Statutory Framework for the Early Years Foundation Stage (2021).

Procedures

- Every child that attends is allocated a Key Person before they begin settling in.
- In some cases, a home visit may be carried out by the Key Person and the manager before the child starts.
- The Key Person is responsible for the induction of the family and for settling the child into Nursery.
- The Key Person acts as the key contact for the parents and is responsible for developmental records and for sharing information with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
- The Key Person conducts the progress check at age two for their key children.
- The Key Person has links with other carers involved with the child and co-ordinates the sharing of appropriate information about the child's development in accordance with the EYFS principles and the Nursery confidentiality policy.
- If the Key Person is likely to be absent from Nursery for an extended period of time, e.g. maternity leave, then an alternative Key Person will be appointed to take over responsibility for the child and their records.
- The number of children for each Key Person takes into account the individual needs of children and the capacity of the Key Person to manage their cohort.
- The Key Person spends time daily with the children in their key group to ensure their well-being.
- The Key Person helps to ensure that every child's learning and care is tailored to meet their individual needs. This is achieved through regular observation and assessment of children, using information gathered about their achievements, interests and learning styles to plan for each individual child's learning and development.

- If a child's progress in any of the prime areas gives cause for concern, the Key Person must discuss this with the Manager or SENCO and the child's parents.
- The Key Person has a responsibility towards their key children to report any concern about their development, welfare or child protection matter to the Manager and to follow the procedures in this respect.

Settling in:

- Before a child starts at Nursery, we provide information about the setting to parents. This can include our Registration form, Welcome Pack, Website, verbal information and open days.
- During the term before the child starts, we provide opportunities for the child and parents to visit the Nursery. We may offer a home visit to ensure all relevant information about the child is known if it is not possible to attend our open days.
- When or just before the child starts at Nursery, a Welcome Pack is issued, giving the parent information about Nursery and providing the details to inform the signatures for various permissions and acceptances contained on the Registration Form. The pack will include links to the setting's policies and procedures which can be found on our website www.prhn.co.uk (hard copies can be provided if preferred but a small charge may need to be made for paper and copying). Any, part or all information given may be on paper, electronic or by signposting to our website www.prhn.co.uk.
- The child's parent is able to stay for the first session if necessary, or until the child is settled.
- Children who lack confidence or have other difficulties (younger age, not attended for a long while) may need to be accompanied by parent during sessions. Any such arrangements will be at the discretion of the Nursery Manager after discussion with the parent and other staff, and taking into account the best interests of the child.
- No discrimination is made for those children who are still in nappies or are being toilet trained. Parents are asked to provide written permission for staff members to use wipes and/or apply creams (included on Registration Form).
- Spare nappies, wipes, cream and spare clothes should be provided in a clearly named bag. Nursery carries a small supply for emergencies but a charge may be made if a child is regularly using our nappies because the parent has not supplied them.
- Separation can cause anxiety as children have no concept of where their parents have gone. For this reason, when parents leave, we ask them to say goodbye to their child and explain that they will be coming back and when.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it too distressing to be left. This is especially the case with very young children.

Comfort Toys:

- Children are permitted to bring in comfort toys (e.g. small teddy, blankie) if they are needed to help them settle and feel more secure on starting Nursery. A child who goes through an unsettled period at Nursery may also find that a comfort toy is beneficial. We would however ask that, once the child is settled, the comfort toy is left at home as this could cause distress should it become damaged or lost, and Nursery has very limited space for safe storage.
- Parents are asked not to allow children to bring other toys into Nursery, unless they are for a specific purpose, e.g. Show and Tell or are linked to a topic. Nursery does not have space to store them and cannot guarantee that they will not be damaged or lost when your child and others are playing with them.

1.2: Attendance

Policy Statement

We believe that good attendance is of paramount importance to ensure that children are settled and take full advantage of the learning and development opportunities available to them at nursery. At a young age, continuity and consistency are important contributors to a child's well-being and progress. Although attendance in nursery is not statutory, we aim to create a culture where good attendance is a normality and valued.

Procedures

- Children should be at nursery for their allocated sessions, on time, every day that the setting is open, unless the reason for the absence is unavoidable.
- If a child is unable to attend the nursery on their nominated day, parents should inform us and give an explanation either by phone or by the Family app.
- The Playleader for the day will complete a register at the beginning of the morning and afternoon sessions. If parents/carers have not explained the reason for absence by 10am (or by 1.30pm if the child would be attending an afternoon session), the Playleader will contact the parent/carer.
- If a child is reluctant to attend the setting for any reason, communication between the parent/carer and nursery is encouraged. Parents should contact the nursery at an early stage and to work with staff in resolving any problems together.
- Where appropriate, practitioners should raise any concerns over absences with the manager, who will take appropriate action when absences are a concern and contact the parents/carers to discuss attendance issues.
- If there is a cause for concern, the health visiting service and/or multi-agency safeguarding team may be contacted in order to ascertain whether family support is needed. In more urgent cases, social care may be contacted. (See also the Child Protection/Safeguarding Policy).

Drop off and Collection: The car park outside Nursery is for the use of school and Nursery staff only so please park considerately outside the school gates.

For children being dropped off and collected at times other than the normal beginning and end of day, parents will need to use the main school gate as other entrances will be locked between 9.15 am and 2.45 pm. approx. Anyone arriving outside of these times will need to ring Nursery or report to the School Reception to gain access.

Please bring your child to the designated entrance. The register will be completed as children enter the building and will be kept up to date as children come and go throughout the day or where children attend extended sessions; it is the responsibility of the Playleader for that session/day to keep the register accurately. When collecting your child please wait at the designated door and your child will be brought out to you. Please make sure that you are on time as it is extremely distressing for young children to be left behind when all their friends have gone. If you are going to be late please try to contact the Nursery staff who can then inform your child. Children will not be allowed to leave Nursery with anyone who is under 16, even if they are siblings taking the child to a parent waiting outside.

Children must be collected from the premises by the parent or person with known written permission to do so, recorded on the registration form. If someone different is picking up the child then Nursery must be informed in writing, by email or in person. If the Playleader has not received confirmation then the child will not be allowed to leave with that person even if it appears that they are well known to the child.

Nursery operates a password system in extreme circumstances which allows children to be collected by others with telephone contact from the parents.