



# The Acorn Nursery School

## Admissions

EYFS: 3.28 – 3.31, 3.55, 3.58

At The Acorn Nursery, we care for children between the ages of 2.5 years old and 5 years old.

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). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

The nursery uses a ballot system to allow fair admission to the nursery. We operate a waiting list and places are offered on an availability basis. The Acorn Nursery reserves the right of admission as well as the right to withdraw the offer of a place at any time. The Acorn Nursery reserves the right to terminate any child's enrolment, or restrict access to parent or child, at any time without notice, in consideration of the protection of other children and staff, and the well-being and smooth operation of 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 contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

### Registration

The Acorn Nursery School does not accept applications to register before the birth of a child. When the child is born, parents may register their child with the nursery.

There is a £100 registration fee payable by applicants at the time of registration. (*This fee is subject to change*)

Within each month of the year, approximately ten applications of children born within that month will be added to the waiting list. A place on the waiting list does not guarantee a place at the nursery. Any applications surplus to the ten per month which are admitted to the Waiting List will be added to the Emergency Waiting List.

Parents making late registrations will be reminded of the very small chance their children has of securing a place due places being so over-subscribed.

### Allocation of Places

Between 18 months and 1 year before the September of intake (in line with other nurseries in the area), The Acorn holds a ballot. Children on the waiting list are separated into girls and boys in order that the nursery can maintain a rough balance. Each child on the waiting list is

assigned a number. Numbers are pulled at random by members of staff during the ballot until the number of available places has been filled.

The Registrar will notify the families who have been called in the ballot that they have received the offer of a place at the nursery. If any of these places are immediately refused, places once more become available.

These places may then be allocated at the discretion of the Registrar and Head. The following points may also be considered:

- Families that receive recommendations from current families or families who are well known to the Acorn.
- Families which complement the nursery community
- Families who live close to the nursery
- Families that have been in close contact with the nursery throughout the registration process.

The Acorn Nursery operates a sibling policy.

If an older sibling has attended the nursery, a place for any younger siblings is guaranteed.

Families with later siblings will have priority in choosing sessions over those with earlier siblings. i.e. a family who's fourth child is due to attend will be able to select whether they attend morning or afternoon sessions before families who's third and /or second child is due to attend in the same cohort.

For this reason, the session of choice is **not** guaranteed for second siblings.

Siblings born between May and August will not be able to start in September with their peers. They will, however, always be allowed to start in January at the start of the Spring term of that year.

Twins and triplets will always be offered places together i.e. if one twin/triplet wins a place in the ballot, the other/s will automatically win places as well.

### **Deposits**

One year before expected date of entry, the deposit of £1000 will become payable. Families will be notified by the registrar.

Places that are offered one year, or less before the expected date of entry, a deposit of £1000 is payable within 2 weeks.

### **Providers eligible to provide government funded places for early education**

All settings registered to accept government funding (detailed in the code of practice) must offer free places for three to five year olds for early learning sessions specified by the local authority.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

We reserve the right to limit and/or have specific funded sessions, according to our business requirements.



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