Admissions

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| EYFS: 3.31, 3.55, 3.58 |

At North Leeds Community Nursery we care for up 38 children in any one day between the ages of 3mths and 5yrs.

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

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

We operate a waiting list and places are offered on an availability basis. Places are offered in Chronological order of when the waiting list and full deposit has been paid.

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.

**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 two/three to five year olds for early learning sessions specified by the local authority. At **North Leeds Community Nursery** we offer free funded places for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child’s second/third birthday.

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.

**Covid-19 additional information**

Children who are symptom free or have completed the required isolation period, can attend nursery. Families are asked to inform nursery if they, the child or anyone in their household has any symptoms and to follow the COVID-19 guidance.

We will provide parents with clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their children and themselves by asking parents to adhere to our Covid-19 contractual agreement.

If anyone becomes unwell with the most common symptoms of coronavirus in our childcare setting, they must be sent home and advised to follow the COVID-19: Guidance for households with possible coronavirus infection <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

When a child develops symptoms compatible with coronavirus in the nursery, they will be required to isolate until they have been collected by their carer. A staff member will wait with the child wearing full PPE. The carer is advised to follow the government guidance on isolation.

Staff and children in all early years’ settings are eligible for testing if they become ill with coronavirus symptoms, as will members of their household. A negative test will enable children to return to their childcare setting. A positive test will ensure rapid action to protect their peers and staff in their setting. We will work with staff and families, where testing is required, to arrange for this as soon as possible. Positive tests will be reported to HSE and Ofsted.

***Information regarding the latest symptom of coronavirus a loss of, or change in, your normal sense of taste or smell (anosmia) –***

It will be very difficult to recognise this symptom in young children and they often go off food and drink for many reasons including when teething. It is advised that if a child does refuse food/drink at nursery you inform parents in the usual way and ask them to monitor this alongside any other coronavirus symptoms.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *28th September 2021* | *Elaine Berry* | *September 2022* |