**Denbigh under Fives Admissions policy**

**Policy statement**

At Denbigh we share an inclusive non discriminative ethos, welcoming all children aged 2-5 years to attend. Children and families are all valued regardless of their ethnicity, culture, religion, disability, sex, social and economic background. We demonstrate a commitment to working with parents to provide an environment that is suitable for their child's individual needs, this includes supporting children in developing independent toileting and we will not exclude children using nappies. As an inclusive setting, we welcome children with SEN needs and we will try adapting our practices to support them in the best possible way.

**Procedures**

* We offer places for children 2-4 years olds

**2 Year Old Funding Programme**

* We offer places for the 2 year old Funding Programme
* Parents can apply to the Local authority if they think they are entitled to a place and meet the criteria of the scheme. A local authority officer will then check the eligibility of the parent and ask them to identify three different settings according to their choice. The parents can visit the setting prior to their child attending in order to make an informed decision. If none of the settings identified by the parent has available places then the parents are offered a place by another setting that is part of the scheme. Only settings that have a good or better Ofsted outcome are part of the scheme.
* The child can start attending the setting, the term after their second birthday
* Prospective parents that are interested in applying for the scheme are signposted to the local authority

**3-4 Year Old Places**

* A leaflet about our setting is available to parents on request and can be collected from our setting.
* Parents can also view our website [www.denbighunderfives.co.uk](http://www.denbighunderfives.co.uk/" \t "_blank) for more information and downloading our registration form.
* We actively encourage prospective parents to visit the setting while sessions are in progress so they can see how we operate and observe the interactions between staff and children.
* We request that parents make an appointment for these visits so that they do not disturb the running of the setting
* We request that parents complete an application form. They are then either offered a place if available or placed on the waiting list if no place is available.
* We do not charge parents for being in the waiting list.
* We request that parents make a deposit of 2 weeks fees to reserve a place.
* We offer one trial session free of charge to help them make a final decision.
* Children that are three and a term are eligible to access the 3 year old free entitlement.
* As the nursery sessions are longer than the 15 hrs free entitlement, the entitlement will be deducted from the nursery fees on a termly basis.

**All parents (2 year old funding programme and universal parents)**

* Before admission we require parents to complete an information form which includes any information such as allergies etc. and a consent form. This provides us with permission for events such as outings and the taking of photographs and detailed information on their child enabling us to provide continuity of care where possible, as well as meeting the child's individual needs.(Settling in policy)
* We require parents to provide us with the contact details of at least two additional adults that are authorized to collect their child and can be used as emergency contacts.
* We ask parents to provide us with consent for administering emergency first aid and taking children to the hospital if necessary.
* We require parents to provide us with a password, which will be used for collection by an authorized adult.

This policy was adopted at a meeting of Denbigh under Fives Pre-School

Held on.......................................................

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy will be reviewed annually, or as and when appropriate.

###### Date for Review: