



## **Grimsbury Family Association**

### **East Street Early Years Admissions Policy**

#### **Policy Statement**

- This policy sets out the admission arrangements for Grimsbury Family Association Early Years which is the name given to our care and education for local children aged 3 months to 5 years. It is organized as Day Nursery, Pre- School and Foundation Stage.
- The policy aims to ensure best practice for admission into Grimsbury Family Association to enable a maximum number of children to access free early learning place and through the delivery of flexible options, support parents/carers to access employment or training.
- Grimsbury Family Association will ensure that children are admitted to its nursery provision in a fair and consistent manner and in accordance with the published policy and procedure.

#### **Equal Opportunities and Inclusion**

- All children (regardless of race, gender, religious belief or affiliation, intellectual or physical ability, social or cultural background) will have equal access to places at Grimsbury Family Association Early Years.
- Grimsbury Family Association implements equality and inclusion policies relating to the following legislation: Race Relations Act (1976), Race Relations Amendment Act (2000), Sex Discrimination Act (1975), Human Rights Act (1998), Disability and Equality Act (2010) and Children's Act (2004).
- Children with disabilities will be treated no less favourably than other applications for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Disability Discrimination Act (1995, updated 2005). Grimsbury Family Association will make reasonable adjustments to ensure that children with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

#### **Ratios and Admissions Numbers**

Grimsbury Family Association is registered with OFSTED and meets the requirements of the National Standards for under 5's children. Availability of places takes account of staff/child ratios, the age of the child and registration requirements.

We have spaces for:

- 13 children between the ages of 3 months and 2 years.
- 24 children between the ages of 2 years
- 32 children (am and pm) in the 3 years  
(These numbers are calculated at any one time; we offer a Flexi 15 approach which generates more spaces throughout a day).

### **Provision offered**

- Our early years is open Monday to Friday, 51 weeks per year between 8am till 6pm. Along with full day sessions, a variety of part-time places may be available.
- At least two sessions per week must be allocated on different days due to continuity for the individual child. In our experience children are more settled if they attend frequently.

### **Criteria for Admission**

- A child has the right to attend Grimsbury Family Association Early Years from anywhere in Banbury and the surrounding area.
- Once admitted to the provision, children may stay until they transfer to a primary school or another setting.
- If there are more applications than the available places, applicants will be admitted following the over subscription criteria.

### **Over subscription criteria**

The following is in the order of priority in which applications should be considered if the nursery is oversubscribed:

1. Children with Special Educational Needs (SEN), any child that has a statement or ECHP (Education, Health and Care Plan) issued by a local authority for SEN that names a specific provider must be offered a place there.
2. Children recommended by Social Care and Health Services or the Oxfordshire Early Years Development and Childcare Partnership (including pupils in public care (Looked After Children.)
3. Children who are already attending the setting and moving through to the next age phase.
4. Children who are eligible for free places based on vulnerability criteria (e.g. the parents/carers are in receipt of benefits or who are eligible for the 'Working Tax Credit' or 'Care to Learn' funding.)
5. Children who have a sibling who attends the setting.
6. Children of staff working within the setting.
7. Children who are eligible for 15/30 hours funded places (2yr/3year funding.)
8. Any further applications will be allocated according to distance from the Nursery. (Children closest from their home address.)

If a place cannot be offered to a parent/carer, they are eligible to be placed on the waiting list. Should a place become available, the admissions criteria will be applied to all those on the list in order to offer a place.

### **Proof of home address**

Proof of address will be done by checking the latest council tax bill provided by the parents/carers. Where a child spends time with parents at more than one address, then the address given should be the one of the prime carer. The prime carer is the parent in whose name Child Benefit payments are made.

### **Siblings**

Siblings are defined as a whole, half or step brother/sister who resides at the same address.

## How to apply for a place

Applications will be considered once the admissions form has been completed and handed in to the setting.

<b>Consulted on:</b>		May 2017 to July 2017	
<b>Adopted by the GFA Committee on</b>		May 2017	
<b>Signed by the Chair of the GFA Committee</b>			
<b>Last reviewed:</b>	May 2017	<b>Date of next review</b>	May 2018