



Admissions Policy

February 2025

Statement of intent

It is our intention to make our nursery and out of schools club accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Methods

In order to achieve our aim, we operate the following admissions policy.

- We ensure that the existence of the nursery and out of school club is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will aim to provide information in Braille, through signing, an interpreter or with the use of online translator services.
- The setting operates an inclusive practice; children with additional needs are welcomed in our nursery and out of school club. We describe our setting and its practices in terms of how it enables children with disabilities to take part in the life of the nursery and out of school club.
- Visits by parents and carers and children are welcome and encouraged prior to booking a place at the setting.
- Parents and Carers of children with additional needs will be expected to provide the setting with information relevant to their child. This will enable the setting to cater for the child's needs, enabling the best care of the child. It is the setting's aim to accept all children with additional needs, (in line with our Equality and Diversity policy), and a timed, planned entry may be required in order to accommodate their needs. This would be subject to appropriate staffing, premises, equipment, and insurance being available. The management will consider all requests for places for children with additional needs.
- When possible, admissions will be staggered to ensure that new children receive the attention they need to enable them to settle quickly and securely.





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Admissions List

- ¶ The number of children attending will be strictly regulated so that the maximum legally permitted numbers are not exceeded. We arrange our admissions list as follows
 1. On the date of birth of the child basis and the space available, according to the age of the child and staff ratio.
 2. Transitioning children will be given priority as they move into their next room. As will children who already attend and wish to change, increase, decrease their sessions.
 3. Siblings already attending the nursery.
 4. Children who are eligible for the additional 15 hours childcare are on a first come, first serve basis. Children who already attend the setting and are eligible for the additional 15 hours will be given priority.
 5. The Admissions List will be kept by the Childcare Manager and Deputy Childcare Manager and monitored by the management team.
- We aim to keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Holiday club admissions are on a first come, first served basis.
- We describe our setting and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including child minders.
- We describe our setting and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our Equality and Diversity Policy widely known.
- We are flexible within means, about attendance patterns to accommodate the needs of individual children and families.
- Parents or carers will also be asked to provide the setting with any further information, which we feel, will enable us to take the best care of their children. A Getting to know you Sheet shared between the setting and the home will include information about a child's routines, particular likes and dislikes, sleep-time patterns for example.
- If a child does not attend their allocated place at the setting for 3 consecutive sessions and the parents and carers fail to notify the Childcare Manager or





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Deputy Childcare Manager, or no contact can be made our attendance policy will be referred to for appropriate action.

- When parents and carers are present at the nursery during session time, the nursery will operate in the normal way. The parent or carer will be able to see the regular pattern of what happens during the day. In accordance with our Safeguarding Children Policy, parents and carers and any other visitors will not be left unsupervised with any children, or able to use a mobile phone in the setting.
- Under Suffolk County Council guidance, if a child moves to YMCA Childcare part way through a term and that child has already claimed early years education funding at another Suffolk Nursery, YMCA Childcare has the right to charge for their session, until early years education funding can be claimed in the next term.
- If a child leaves YMCA Childcare before Suffolk County Councils 'headcount day', YMCA Childcare has the right to charge for the sessions attended by that child, as they will be unable to claim the early years education funding.

Information Pack

The setting will give out an information pack, which includes a parental contract and a registration form at the home visit (for nursery children) or when the parents are visiting the setting. Prior to a child's attendance the parents or carers will be expected to complete and sign the contracts and registration form. The setting will send confirmation, stating start dates and times. We will endeavour to provide access to all children aged 3 months to 12 years old across our YMCA Childcare settings.

Settling in procedures

Practitioners realise that starting at the nursery and out of school club can be a difficult time for both children and their parents and carers and wish to do everything possible to make it easier for all concerned. It is of paramount importance to the setting that all children will be treated with the greatest care and consideration. A child starting nursery or out of school club should feel comfortable, cared for and settled as quickly as possible. Each child in the nursery is allocated a key person (a member of staff) to ensure that the individual child's needs are met. Parents and carers of children who are finding it difficult to settle into the setting, will be kept fully informed of their child's progress and consulted about different strategies to help settle the child into the setting. Parents and carers are welcome to telephone at any time to speak to a member of staff regarding their child.





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Government funded places for early education

At YMCA Childcare we currently provide government funded early years places to eligible children from the term after 9 months of age, subject to availability and funding type. These places will be allocated as per our admissions guidance above. Please note for admissions for government funded places, if eligible, it will begin the term following your child turning 9 months, 2 years or 3 years of age.

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.

Any complaints regarding our admissions procedures should be initially made in writing to the Childcare Manager who will see that the complaint is dealt with in accordance to the complaints procedure.

This policy was reviewed on:	Reviewed by:	Date for next review:
19.02.2025	K. Streater	18.02.2026
Signed on behalf of YMCA Trinity Group:	A.Spence	

