Admissions Policy

Policy Statement

At Cedar Park Day Nursery, we are committed to providing an open, fair and transparent admissions process. We aim to ensure our nursery is welcoming and accessible to all children and families, promoting equality of opportunity and valuing diversity within our community.

Information for Families

We aim to ensure all families can access clear information about our nursery.

- Information about Cedar Park Day Nursery is available in plain English, both verbally and in writing.
- Parents are able to access our policies, procedures, terms and conditions via our website.
- We will always discuss individual children's needs before they start to ensure we can make any reasonable adjustments required.
- We welcome all families regardless of gender, family structure, ethnicity, religion, disability, language or background.

Admissions

Admissions are offered in accordance with the requirements of the Early Years Foundation Stage (EYFS).
When allocating places we consider:

- the legal staff-to-child ratios
- available space within each room
- children's ages
- staffing levels
- the individual needs of children
- the sessions requested
- the nursery's overall occupancy.

Priority of Admissions
Where demand exceeds the number of places available, applications will normally be considered in the following order:

1. Looked After Children.
2. Children with Special Educational Needs and/or Disabilities (SEND) whose needs can be appropriately met by Cedar Park Day Nursery.
3. Children who are subject to a Child Protection Plan, Child in Need Plan or who are receiving support from Children's Services.
4. Children requiring emergency childcare due to exceptional changes in family circumstances.
5. Siblings of children already attending Cedar Park Day Nursery.
6. Date of application.

Availability of Places

The availability of sessions is dependent upon occupancy within each age group.
Where several applications are received, the nursery may prioritise applications that best meet the availability of sessions within the nursery.
This may mean that, depending on occupancy and staffing levels, a full-time place may occasionally be offered ahead of a part-time place, or vice versa, where this enables the nursery to make the best use of available places.
Where we are unable to offer an immediate place, families will be placed on our waiting list and contacted as soon as a suitable place becomes available.

Funded Early Education Entitlement (FEEE)

Cedar Park Day Nursery welcomes families accessing funded childcare.
We actively encourage parents to access all funding they are entitled to and provide guidance to support applications. Information about available funding, eligibility and application deadlines is available on our website and from the nursery office.
The nursery works in partnership with Hertfordshire County Council and complies with all operational requirements relating to funded childcare.

Safeguarding

Where information is received that a child starting at the nursery is currently, or has previously been, known to Children's Services, the Designated Safeguarding Lead (DSL) will liaise with the relevant professionals, where appropriate, to ensure suitable arrangements are in place to support the child's welfare.

Registration
Registration is completed online using the nursery's parent portal.
Parents are required to provide accurate information including:

- emergency contact details
- medical history
- allergies
- dietary requirements
- vaccination information
- existing medical conditions
- permissions for photographs, outings, sunscreen, transport and emergency medical treatment.

As part of our safeguarding procedures, parents are required to provide at least two emergency contacts in addition to those with parental responsibility wherever possible.

Settling-in Sessions

We believe children settle best when introduced gradually to the nursery environment.
Before starting, children are normally offered two settling-in sessions.

Session One – All About Me
This session lasts an hour and is attended by the child's parent or carer. Families meet their child's key person and share important information about their child, including routines, interests and individual needs.

Session Two
Children attend independently for approximately 1-2 hours, allowing them to become familiar with the nursery environment, staff and daily routines before their official start date.

Individual settling arrangements may be adapted to meet the needs of each child.