

Policy Adopted	August 2001
Policy Reviewed	March 2019
Approved by	Board of Trustees

ADMISSIONS POLICY AND PROCEDURE (including Attendance/Absence)

In accordance with the EQUALITY ACT 2010 we will not discriminate on the basis of any protected characteristics, including: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Additionally, you may wish to refer to our Safeguarding and Child Protection Policy

COMMUNITY CHILDCARE CENTRES (Growing Places) will aim to fill all sessions (see attached Appendix 1 for capacity), where places are available, and be as fair as possible with all childcare admissions.

Our childcare provision for settings is:

- Nursery - children can enrol from 6 months until 5 years of age
- After-School – children aged 4 – 11 years, attending nominated schools within the catchment of the setting, can enrol
- Holiday Club – children aged 4 - 11 years, can enrol

**any children with needs outside of these will need discussion with the setting manager*

Priority will be given to be:

1. siblings of children already attending a Growing Places setting
2. families who live and/or work in the local community
3. children who have been identified as needing additional support and who have been referred by a professional body, e.g. Children's Services

In accordance with our company Admissions Procedure (Enrolment Process):

- parent(s)¹ will be expected to spend time in the setting, completing Enrolment Pack paperwork and discussing individual needs and interests
- each setting will keep a record of all session enquiries and will hold details of any enrolment(s)

In accordance with our Fees Policy, four weeks written notice is required when the child leaves the nursery; two weeks written notice for changes to Out-of-School provision.

Attendance / Absence

It is our aim to give every child the best start in education. We believe that Early Years education provides a vital foundation for a child and that children learn best from consistent care.

Growing Places understands that on occasions children may be too ill to attend. On these occasions it is the parent's¹ responsibility, to contact the Manager by telephone, before the session begins, so the absence can be recorded.

As part of our legal requirement, each setting will keep a record of all attendance/non-attendance in a daily register. As part of our duty of care, Child Protection and Safeguarding policies, we reserve the right to contact you if we have concerns regarding non-attendance.

¹ Parent refers to Parent / Guardian / Carer

ADMISSIONS PROCEDURE (Enrolment Process)

1. Following an initial enquiry, parent¹ will be invited to:

- Visit the setting for a show-around
- Discuss their individual childcare needs
- Understand how the setting and company operates, including fees, meals & snacks, company ethos/philosophy

2. On the first visit, parents¹ will be greeted by a member of the Management team and issued with an Enrolment Pack (including Welcome letter, access to policies & procedures, Enrolment form) and further detail about the setting and company procedures will be discussed, including:

- Clothing - all weathers, spare clothes and labelling (including sun-cream, jewellery)
- Medicines
- Illness / accidents
- Outings
- Website - how to access policies & procedures
- Parental involvement - including volunteering opportunities
- Parents¹ will be given further opportunity to ask questions and discuss their needs

3. On the second visit:

- a) Parents¹ to have completed and returned relevant forms, including Enrolment Form
- b) Deposit of £100 paid, where childcare place is booked at least one month in advance of starting session
- c) Introduction to Key Person and family POD
- d) Parent Partnership Agreement discussed and signed by both parties
- e) Follow-up visits agreed

4. A confirmation letter will be sent, including the first month's invoice, and additional information as appropriate before the child starts.

Appendix 1

Setting	Optimum Capacity
Berewood After-School	28
Cowplain After-School	36
Cowplain Nursery	36
Emsworth After-School	24
Havant Nursery	57
Merryfields Nursery	36
Mill Hill After-School	48
Mill Hill Holiday Club	48
Mill Hill Nursery	62
Morelands After-School	36
Morelands Nursery	48
Oak Meadow After-School	48
Oak Meadow Holiday	48
Oak Meadow Nursery	62