




Department/Section/s	Childcare
Review Cycle:	Every 3 years and as needed

Review Date	Approver	Changes Summary	Signature
Adopted 12/02/24	CMC/AB		

Admissions Policy

This policy applies to Manchester Settlement community nursery and after school club

At **Manchester Settlement** we care for up to 54 children per nursery session between the ages of 6 months and 59 months and up to 52 children per after school club session (ASC) between the ages of 3 and 11 years.

The numbers and ages of children admitted to the nursery and ASC comply with the legal space and staffing requirements set out in the Early Years Foundation Stage (EYFS).

We take the following matters into account when prioritising and deciding on admissions:

- **Availability of places**, taking into account the staff: child ratios, the age of the child and any registration requirements
- **Children who have siblings already with us**
- **When the application is received** (extra weight is given to those who have been on the waiting list the longest)
- **The nursery and After school club's ability to provide the facilities** necessary for the welfare of the child, including appropriate staffing arrangements
- **A child requiring a full-time place** may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
- **Any extenuating circumstances** affecting the child's welfare or the welfare of his/her family.

We operate an inclusion and equality policy and ensure that all children have access to nursery and ASC places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery or ASC, parents must complete and sign a registration form and contract. These forms provide the nursery or ASC with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Manchester Settlement reserves the right to request a deposit as set out in the terms and conditions to secure a nursery place.

Providers eligible to provide government funded places for early education

Manchester Settlement community nursery we currently provide 15 to 30 hours Government funded places for eligible children, places are subject to availability. These places will be allocated as per the admissions policy and can be booked a term in advance. Please note for admissions for the funded nursery education we have a termly intake, beginning the term following your child's *second/*third birthday.

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. Parents must sign funding declaration forms when required.