

Admissions Policy

It is our intention to make Abacus accessible to children and families from all sections of the local community, treating them fairly regardless of race, religion or ability.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider context	

Procedure

- Information about our nursery is in written form (Prospectus and website) but where necessary we would aim to make information available in an alternative format.
- Admissions are administered in line with our Equality of Opportunity Policy and SEND Offer which have regard to the Equality Act 2010.
- Parent/s and child/children must visit the nursery prior to registration.
- On admission parents are asked for evidence of their child's date of birth to ensure we do not breach our registration requirements.
- Parents **MUST** provide clear information about any already identified special needs or disabilities prior to admission.
- If a start date is agreed in writing and parents subsequently change that date to a future term (for Abacus sustainability reasons), the space cannot be guaranteed.
- We arrange our waiting list in date order but take into consideration :
 - age group
 - existing children wishing to increase hours
 - children who have/or had siblings attending nursery
 - catchment area (Worcestershire)
 - key person : child ratios - in maintaining the wellbeing of staff and existing children
 - children whose families require full time sessions

December 2016