



BOOMERANG KIDS **ADMISSIONS POLICY**

Policy Statement

It is our intention at Boomerang Kids to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff:child ratios and the facilities available at the nursery.

- We advertise our setting in places accessible to all sections of the community. General Information, together with our virtual tour of the building and many photographs showing examples of activities available at the nursery, are available on our website. We encourage you to visit our website to familiarise yourself and your child with the environment and the staff. We work closely with outside agencies, such as EMAS (Ethnic Minority Achievement Services), for advice and support and can provide further documentation in many languages upon request.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is a representative of social diversity.
- We make our Inclusion and Equality Policy widely known, as displayed on our website.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family needs.
- If you wish to take a completely free stand-alone funded place, these are available in the afternoons only and are subject to availability.
- We have a minimum required number of sessions for Pre-school and children under the age of 2 years. This is currently set at 2 sessions per week over 2 separate days. Any changes to sessions/days will still have to follow the requirements in the Fee Policy and our waiting list procedure.



Our OFSTED registration document (displayed inside front door) details the age from which we may admit children to our childcare centre and the number of children allowed during a session in order to maintain safety.

If the following pre-school year is over-subscribed, children will be placed on a waiting list. The waiting list is based on a first come first served basis. However, priority is given to those, as listed below to prevent any discrimination. You will be informed as soon as a place becomes available.

Whilst we try to run a fair and transparent admissions system there may be times when we have to adjust the admissions criteria to support our charity business sustainability. For example, we may give priority to a child requiring all year round care against a child requiring term time only care, this is due to increasing staffing costs and demand for places. Also a full-time place would get priority over a part time place to support the staff with individual child record keeping and is dependent upon work commitments, occupancy and room availability.

Also siblings of children already in our care will get priority as, this will reduce administration costs.

The nursery will use the following admission criteria which will be applied in the following order of priority:

- Looked after children, referred by the Local Authority.
- Children referred directly by a GP, Health Visitor or Social Worker.
- Children who are adopted/fostered.
- Children with SEND needs.
- Siblings of children who already attend the setting.
- Children who are not, currently receiving a pre-school education (excluding those changing provider due to parental choice).
- Children from families who have moved to the area in the last 4 months and were therefore unable to apply for a place prior to then.
- Children within walking distance of the setting whose families agree to abide by our environmental travel plan as parking facilities in the vicinity are limited

We may ask for written proof of the above criteria. Please indicate on your waiting list application form if you feel any of the above applies to you.



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

Parents who are offered a place for their child and decide to defer entry will be placed back on the waiting list and their application considered alongside other applications. Prior to a child attending nursery, parents should complete all requested documentation, and these must be returned to the nursery BEFORE the child can start with us. Any outstanding documentation will delay the start date. These forms provide the nursery with important 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 and health visitor, allergies, parental consent and vaccinations etc.

Once admitted to the nursery, children may stay until they transfer to a primary or infant school, or the child reaches statutory school age. Parents and carers are welcomed into the setting to ensure a smooth transition into the group routine. We also offer a home visit to help your child bond with their key person prior to the start date.

You will be required to complete a registration form and the administration fee (details of request and is subject to annual review) to secure a place for your child. This fee is necessary to help cover our administration costs and will include a Boomerang Kids t. shirt for your child. Those who only require a completely free EYE funded place, the administration fee is not required.

Breakfast, After School and Holiday Club

Boomerang Kids can provide the unique facility for children up to the age of 11 years. Our aim is to make both you and your child feel at home here. Please let us know if you would like us to help your child with their homework or listen to them read and write in their reading diaries, we are very happy to do so, but the emphasis will remain on 'fun' during their time here. We use a 'walking bus' system to take and collect the children from Saltdean Primary. Children from neighbouring schools are very welcome, but we are unable to offer a collection service.

Parents/carer and the children are welcomed into the setting to ensure a smooth transition from school to the setting and a visit can be arranged to the setting before the children come to either the Holiday or After School Club.



Our term and holiday dates tend to run in line with those, laid out by Brighton & Hove council. We are open every holiday, with the exception of Christmas and Bank Holidays.

See also, the following policies:

- Inclusion and Equality
- Partnership with Parents
- Settling Children In

This Policy will be reviewed annually or before if necessary.

This Policy was adopted on	Signed on behalf of the Trustees	Role of Signatory	Date to be Reviewed