

57. Admissions

EYFS: 3.28, 3.57

At **Les Enfants Private Day Nurseries Ltd** we care for a **maximum of 46** children between the ages of **0** and **12**.

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.

The nursery uses a first come first serve basis for admissions of children, a place can be secured once the registration Forms have been signed by both the parents and a staff member with places being reserved for those who have filled in the relevant paper work and paid the £100 registration fee.

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.

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. Les Enfants Private Day Nurseries, reserves the right to refuse a place if it is felt by the Manager and General Manager that the setting cannot meet the child's needs, as meeting each child's needs is paramount.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery 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.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two/three to five year olds for early learning sessions specified by the local authority this is for up to 15 hours free childcare, we will also be offering the 30 hours free childcare for working families if families are eligible from September 2017. At Les Enfants we currently provide a number free funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's second/third birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government. 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.