



## 64. Admissions

EYFS: 3.28, 3.57

At Step By Step Montessori Ltd we care for up to 60 children between the ages of **12 months to 6 years**.

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.

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 a waiting list and places are offered on an availability basis.

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.

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. 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. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

### **Covid-19**

Children who are symptom free or have completed the required isolation period, can attend nursery. Families are asked to inform nursery if they, the child or anyone in their household has any symptoms and to follow the COVID-19 guidance.



Children that have been classed as clinically extremely vulnerable, due to pre-existing medical conditions, have been advised to shield and are not expected to return to nursery yet. We will continue to communicate with you and help you to learn at home as much as possible. This will be reviewed in line with government guidelines.

We will provide parents with clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their children and themselves.

If anyone becomes unwell with the most common symptoms of coronavirus in an education or childcare setting, they must be sent home and advised to follow the COVID-19: Guidance for households with possible coronavirus infection

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> Up to date information about the symptoms of coronavirus can also be found here.

(Please also see sickness policy addendum).

When a child develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate according to the government guidelines, this currently states 10 days and their fellow household members should self-isolate for 10 days.

Staff and children in all early years' settings are eligible for testing if they become ill with coronavirus symptoms, as will members of their household. A negative test will enable children to return to their childcare setting, and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting. We will work with staff and families, where testing is required, to arrange for this as soon as possible. Positive tests will be reported to HSE.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>January 2021</i>	<i>Khadijeh Naji</i>	<i>January 2022</i>