ADMISSIONS POLICY

First Adventures Nursery has an open, fair, equal and inclusive admissions policy which aims to match the needs and interests of a child with available provision.

1. All children under the age of six, from all backgrounds, cultures, faiths and those with additional needs are welcome at First Adventures Nursery.

2. Allowing for session availability and the desired pattern of attendance and withstanding the exceptions noted under (3), the Nursery operates a first-come first-served approach to admissions and maintains a waiting list that follows the same principle.

3. The Nursery reserves the right to make allowances for children and families who meet the following criteria, where doing so would better meet the needs of the child:

   3.1 Looked after children.
   3.2 Children otherwise known to local authorities or other support services.
   3.3 Children with additional needs that can be met by the Nursery.
   3.4 Children who have siblings at the Nursery.

4. Prior to admission a child with additional needs will have an “Assessment of Needs” carried out to ensure that the child’s needs can be met by the Nursery.

5. The Nursery believes in helping parents to make informed choices about their child’s care, to this end, as part of the admissions process, parents will:

   5.1 Have the opportunity to visit the nursery, meet staff who will be involved in their child’s care.

   5.2 Be sent a “Parent’s Pack” of information covering the:
   - Nursery’s ethos and approach.
   - Experiences their child can expect whilst attending the Nursery.
   - Operational standards they can expect from the nursery.
   - Policies and Procedures governing the delivery of care by the Nursery.

   5.3 Be able to ask any questions they might have about the care we provide, and for these questions to be answered.

   5.4 Be supported in communicating about their child’s needs in the event of a language barrier.

6. As part of the admissions process parents will be required to complete a “Place Request Form” that gathers information about their child and the care they would like. This information, together with any other information the Nursery finds it necessary to collect as part of the admissions process, will be handled in line with the Nursery’s Data Protection and GDPR policies.

7. As part of the admissions process, the Nursery requires a reservation fee for all children who are not in receipt of a funded place at the Nursery. This fee will be stipulated in the Terms & Conditions issued to parents as part of the “Confirmation of Admission” form.

8. The Nursery reserves the right to waive the requirement for a reservation fee in individual circumstances (e.g. for a family in receipt of universal credit or other income support).

Working in Partnership with West Lothian Council, the nursery offers funded places for eligible children in their pre-school and ante-preschool years, as well as those who are in receipt of funding for deferred entry to Primary School.

9. The Nursery is in no way responsible for the allocation of funding or of “funded places” – this is the purview of West Lothian Council alone.

10. The Nursery does not distinguish between children who are, or will be, funded as part of the admissions process. No preference, of any kind, is given to children in receipt of funding over those whose fees are borne privately.

11. In line with (5), the Nursery may discuss the funded places scheme with parents of children who are, or will become eligible, and refer them to relevant Council services to help them access this funding.

12. The Nursery does not operate specific or termly “intakes” for cohorts of children in receipt of funding: all admissions are conducted in line with the Nursery’s normal admissions policy.

THE ADMISSIONS PROCESS

The Nursery’s admission process is open, fair and flexible:

- All enquiries regarding admission are dealt with in a timely and professional manner by the nursery manager or deputy manager.

- Parents who have made an enquiry about a place at the nursery will have the option of:

    - Arranging a look around visit before completing a “Place Request Form”
    - Submitting a “Place Request Form” before arranging a look around visit

  Regardless of whether it take place before or after the submission of a “Place Request Form”, a look around visit should take place before a child has their first settling in session.

- At this stage, in line with points (3) & (4) of its Admissions Policy, the Nursery may conduct an assessment of any additional needs a child may have and establish admissions arrangements accordingly.

- A “Place Request Form” is understood to be a formal expression of interest in attending the nursery and the date of this establishes a child’s position on any waiting list.

After the look around visit and the “Place Request Form” have been completed:

- If the nursery has a place available across the child’s desired attendance pattern, a “Confirmation of Admission” and a “Parent’s Pack” are issued.

- If the nursery does not have a place available at the desired time, and no alternatives can be identified, the child will be placed on a waiting list. This waiting list is managed by the Nursery manager and deputy manager.

  The Nursery will:
    - Manage this waiting list on a first-come first-served basis, taking into account the desired start date and attendance pattern of each child.

  The Nursery will not:
    - “Hold” an available place open for children who do not wish to start until a later date, unless they are subject to a discretionary allowance under (3).
    - Disclose the name or details of others on the waiting list or provide any particulars or other estimates as to availability of times or timeslots.

  The Nursery will remain in regular contact with parents on the waiting list to ensure that they remain interested in taking up a place and, where appropriate, offering alternative attendance patterns as these options become available.

  Parents will remain on the waiting list until a place becomes available and a “Confirmation of Admission” is issued or they decide to withdraw their child’s name.