



Admissions Policy

Date: August 2011

Review date: September 2012

Name of responsible person: Manager / Room Supervisors

Policy

**The Honey Pot Nursery is registered for 36 children.
No more than 14 children between the age of 0 and 2 years.**

The Honey Pot Nursery seeks to admit all children to the setting whose parents wish to use the service, in line with its policy on equality of opportunity. We have access to the Early Years Entitlement funding for eligible three and four year olds.

All prospective parents are welcome to visit the setting, be shown round and ask any questions they may have about the philosophy, vision and values of the setting, its daily routines and the arrangements in place to meet any dietary or other requirements. Details of prospective clients are recorded and the information is held on file in the setting.

Places in the setting are offered on a first come, first served basis but every effort is made to accommodate children, while strictly adhering to the adult: child space ratios that are a condition of registration of the setting. In the event of a child being placed on a waiting list, parents will be kept fully informed of the timescale within which a place is likely to become available.

Procedures

- *Parents/ carers enquiring about a placement are invited to visit the setting to look around and to meet and talk to staff.*
- *The availability of an appropriate space will be checked.*
- *Parent / carer details will be noted.*
- *A nursery brochure will be given to the parent / carer.*
- *Parent / carer will be contacted by staff to follow up visit.*
- *Admission pack will be issued when space is required.*
- *Initial enquiries by telephone will be followed up by the postal dispatch of a nursery brochure.*