**Admissions Policy**

At Rainbow Nursery we care for 45 children between the ages of 0-5 years. The numbers and ages of children admitted to the nursery comply with the legal requirements set by the Care Inspectorate.

We take the following matters into account when prioritising and deciding on admissions:

* Availability of places, taking into account the staff, child ratios, the age of the child and any registration requirements.
* Children who have siblings who are already attending the service.
* When the application was received.
* The nursery’s ability to provide facilities necessary for the welfare of the child, including appropriate staffing arrangements.
* A child requiring a full-time place may have preference over one requiring a part-time place.
* Any extenuating circumstances affecting the wellbeing of the child or their family.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, religion, disability 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 (i.e. - name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, fees and sessions, contact details for parents, doctor s contact details, health visitor contact details, allergies, parental consent and vaccinations etc.).

At **Rainbow Nursery** we currently provide free funded places available for all children aged 3-5 years and for children 2- 3 years who meet criteria (subject to availability). Please note for admissions for the funded children take place the month after the child’s 3rd birthday or the term after the child’s 2nd 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.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*