



## Admissions Policy

We offer quality child care places to all children, from all families and backgrounds and our admissions policy reflects this commitment to equality (as detailed in our [Equal Opportunities policy](#))

We have a maximum intake of 25 children at any one time between the ages of 0 and 5 years and of them, only 3 of these will be under 2 years of age. All ages of children can attend any of the sessions available (see [session times and fee structure](#)).

Due to the restriction on numbers for the under 2's there may be a place available for an older child sooner than a 1 year old, however if their name is on a waiting list their place will not be taken.

Other than the above restrictions, places are then offered on a first come, first served basis, with places reserved for children with a month's payment of fees in advance.

To secure your child's place you will be asked to specify the regular hours required, although these can be altered and modified as long as we have the space and sufficient staffing. We always try to be as flexible as possible, recognising that the needs of families can change.

Any additional days or hours will be added to the following month's invoice.

Once your child's place is secured we will arrange a home visit by the child's key person as well as arranging a settling in process suitable to your needs and those of your child's.

All families will be given a parent pack containing key information about the setting and the Early Years Foundation curriculum and how it is delivered to your child at Little Star Nursery.

Further information, such as a full set of current policies, can be found on the nursery's website: [www.littlestarnursery.co.uk](http://www.littlestarnursery.co.uk)

They will complete a "starting point" evaluation together with the child and the key person, identifying any specific needs of the child, as well as interests and how that child learns and plays.

All families will be required to complete the necessary documentation.

Policy reviewed August 2017

