

2.0 Admissions Policy

The Lloyd Park Children's Charity aims to provide a range of services to meet the needs of the local community. We aim to ensure that all users have access to the setting through open, fair and clearly communicated procedures.

Admission Procedure

A tour of the setting will be required in order to register in each Centre.

A non-refundable registration fee of £22.40 is charged per child, when joining the waiting list for those requiring Daycare, Teatime provision. There is no charge for those registering for sessional provision under the FEEE guidelines.

Each centre maintains their waiting list for nursery provision, in line with the admission criteria specified below.

Places are limited as specified by the Ofsted registration requirements. Each Centre has an admission number which is based on the size of the nursery. If the number of children requiring places is more than the admission number then not every child will be successful in being offered a place.

Admission Criteria

Those considered as a priority are as follows:

1. **Special Educational Needs and Disability** as defined in the SEND code of practice 2014. Including those children with an Education Health and Care Plan naming the Centre.
2. **Child Protection and children in Public Care**- This includes children subject to child protection and who have ceased to be in public care as they have been adopted or become subject to a child arrangements order (formerly a special residency order) or special guardianship order

3. **Children in need** - as defined by the Children Act (1989), i.e. those who are unlikely to achieve or maintain or have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services or those that meet the following target user groups:
 - Supporting families experiencing ill-mental health, as defined by the Mental Health Act (1983)
 - Multiple births
 - Parents with Special Educational Needs or Disabilities (SEND)
 - Children of offenders or those in custody
 - Young Parents
 - Workless households: Back to work offer, Free Early Education Entitlements (FEEE), subject to referral
4. **Siblings** - who are in attendance at the Centre; this includes step children and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.
5. **Date of registration order** - as defined below:
 - Following your tour, you will be required to complete an application form in order to be placed on our waiting list. A registration fee may be applicable depending on which service you are applying for. Places are not guaranteed.
 - Your personal details on your application form will remain confidential. We will not use your information for marketing or sales purposes in line with our GDPR policy.
 - On the waiting list all applications are filed in date of registration order unless they meet the admissions criteria.
 - If you have registered your unborn child, **you are required to notify the Centre of your baby's birth and name, in order to be placed on the waiting list from date of registration.**
 - A place will be offered subject to availability. You will have the opportunity to decline but can remain on the waiting list for a second offer, after which another refusal will mean removal of application from waiting list.

- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, and ethnicity.
- We monitor the needs and background of children joining the setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Inclusion and Equality Policy.
- We prioritise places for children of employees, (subject to availability) and the successful completion of the employees' probationary period. If the employee no longer works for the Charity the childcare place will be reviewed and may be withdrawn.

Policy Name	Admission Policy
Version Number	V2
This policy was developed by	Governance and Accountability Sub Group
These people were consulted/ involved in developing the policy	Senior Leadership Team Safeguarding Team
This Policy was adopted by	Trustee Board
Date	April 2025
Signed	<i>Bisi Okeyanmi</i>
Name	Bisi Okeyanmi
Role	Chairperson

Next Review Date	April 2026
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