



Admissions Policy

Links to Key Legislation and Key Guidance

- Children's Act 1989 & 2004
- Statutory Framework for the Early Years Foundation Stage DfE 2021
- Information Sharing, HM Government 2018
- Data Protection Act 2018
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children DfE 2018
- Keeping Children Safe in Education DfE 2021
- What to do if you're worried a child is being abused, HM Government 2015
- Special Educational Needs and Disability Code of Practice: 0-25 years DfE 2015

Policy Statement

Busy Bees welcomes all families and children into our setting. To ensure we have all the information we need to keep the child safe we ensure each child fills out an admissions form, and endeavour to let as many people know as possible about our setting. We expect the following information from all families and use the method outlined below to advertise our setting.

Taking Messages, Visiting the setting and Booking a place for a child.

To ensure prospective parents are given the correct information when enquiring about the nursery the following procedure will be taken:

- The contact details of the parent will be taken and recorded in the message book, to include telephone numbers and email address.
- The prospective family will either receive a telephone call or an email asking for a little more information regarding what the family are looking for and when they would like to start.

- We will then invite them to come to the nursery to have a look around, meet the staff and have a general conversation about what the family is looking for.
- Discussions on days and times available will take place, if the family are unable to visit we would have the same discussions over the phone and booking forms sent electronically.
- If there is availability the parent will be ask to complete the booking forms and return to Busy Bees with a £60 deposit to secure the place.
- Part of the booking fee will be refunded upon the uptake of the child's place, and deducted off their first bill.
- If the parent decides not to take the place 28 days' notice is require and if received the booking fee will be returned.
- If no notice is given the parent will lose the fee as the place will have been held for the child and this will be compensation for lost business.
- If there is no availability for the child, the full deposit will be returned, but records will be kept, with parental consent, in case future spaces become available, in which case the parent will be contacted immediately.

Admissions and contact details form

Children must have the following information before being left at Busy Bees without their parents/guardians.

- Child's date of birth and proof of identity seen by a Busy Bees employee.
- Home address and telephone number.
- Name, address and contact details of who is legally responsible for the child.
- Email address if applicable, if not letters will be sent to home address.
- Work and mobile numbers, if applicable.
- Name, address and contact numbers for nominated people to collect the child.
- Any special health or dietary requirements of the child.
- Immunisation records.
- Child protection disclosure and records if applicable.
- Password, in case of someone new is collecting.

- Health visitor and doctor information.
- Consent to share information with health visitors and other professionals.
- National insurance numbers for parents so we have all information needed once the child is eligible for nursery education funding.
- GDPR information and consent.
- All contact details shall be kept in the children's contact folder locked in a cupboard.

Waiting List

Where there is a session full, the child's name will be placed on a waiting list, with verbal consent. Places will be offered on a first come first serve basis and will be offered as they arise. Exceptions to the rule are:

- When a child has been recommended a priority place by social services.
- When a child only has one term left before entering mainstream school and has not attended pre-school before.
- If a family member or child has a disability and it felt the place would alleviate strain and stresses, a place may be considered a priority.

Advertising Busy Bees

- We ensure that our nursery is widely known in all communities. We will place adverts and notices of spaces available in local papers and shops.
- We have a website and Facebook page that allows all families to see what Busy Bees has to offer.
- We also monitor the gender and ethnic background of all our families, to ensure that no accidental discrimination takes place.