

BEE ACTIVE

Admissions Policy

Introduction:

Bee Active Childcare is committed to providing high-quality childcare services for children aged 0-5 years. Our admissions policy aims to ensure a fair and transparent process for accepting children into our nursery. We follow the Early Years Foundation Stage (EYFS) guidelines for space requirements and adhere to equal opportunity and inclusion principles.

Admissions Priorities:

- **Availability of Places:** We admit children based on the availability of spaces, ensuring compliance with staff-to-child ratios and any legal requirements.
- **Siblings:** Priority may be given to children who have siblings already attending Bee Active Childcare, to support family convenience and cohesion.
- **Waiting List:** Applicants who have been on the waiting list for the longest duration may receive extra consideration.
- **Facilities and Staffing:** We consider our ability to provide suitable facilities and staffing to meet the child's welfare requirements.
- **Full-Time vs. Part-Time:** A child requiring a full-time place may be given preference over one requiring a part-time place, depending on occupancy, room availability, and the parent's work commitments.
- **Extenuating Circumstances:** We take into account any extenuating circumstances affecting the child's welfare or the welfare of their family when making admission decisions.

Inclusion and Equality:

Bee Active Childcare adheres to an inclusion and equality policy. We ensure that all children have equal access to our nursery places and services, irrespective of gender, race, disability, religion, belief, or the sexual orientation of parents.

Registration Requirements:

Prior to a child attending the nursery, parents must complete and sign a contract and registration form, providing the following information:

- Child's name, date of birth, and home address
- Emergency contact details
- Parental responsibilities
- Dietary and medical information
- Fees and sessions preferences
- Contact details for parents
- Doctor's contact details and NHS number
- Allergies

Government Funded Places:

Bee Active Childcare is eligible to provide government-funded places for early education as detailed in the code of practice. We offer free places for 9 months to five-year-olds for early learning sessions specified by the local authority. Admission for these funded places follows a termly intake, beginning the term following the child becoming eligible.

All funded sessions align with flexible arrangements specified by the Government. Upon registration for a funded place, we discuss your needs and, as far as possible with availability and staffing arrangements, accommodate your preferences.

Review and Update:

This Admissions Policy will be reviewed and updated as necessary to ensure that it remains in line with our operational requirements and regulatory guidelines.

Policy created: 19th October 2023

Review date: 13th September 2025