



## **Admissions**

**At Little Stars day care we care for 26 children between the ages of 3 months to 3 years. This includes: 11 under twos and 15 two year olds**

The numbers and ages of children admitted to the daycare comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the daycare.

**The daycare will use the following admission criteria which will be applied in the following order of priority:**

1. Star School Staff
2. Newham school staff
3. Families from the local community and children in receipt of 2 year old funding.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. We operate a waiting list and places are offered on an availability basis

We operate an inclusion and equality policy and ensure that all children have access to daycare places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending day care, parents must complete and sign a contract and registration form. These forms provide the day care with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.



If a child has an identified medical need, a care plan and risk assessment must be in place before the child starts. If a child has an additional need and or a diagnosis of a need, the manager, key person and parent must meet in a recorded meeting for the day care to learn about the child's needs. A risk assessment and or action plan may be needed before the child starts if the child requires adaptations to the environment and routine.

**Providers eligible to provide government funded places for early education**



All settings registered to accept government funding (detailed in the code of practice) must offer free places for two year olds early learning sessions specified by the Newham local authority. At **Little Stars Day Care** we currently provide **up to 2 funded only places daily and no limit on funded spaces that top up to full day.** Funded only places are subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for the free day care education we have a termly intake, beginning the term following your child's second 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. We reserve the right to limit and/or have specific funded sessions, according to our business requirements

This policy was adopted on	Signed on behalf of the day care	Date for review
15/07/21  Reviewed: 26/06/23	Head teacher   <b>Lisle Von Buchenroder</b> Board of Governors  	01/07/24

