

## Admission Policy

Carisbrooke Clever Cloggs Day Care Limited is registered with Ofsted to care for children aged between 2 and 5 years. It is our responsibility to ensure that the number of children we have in any one session does not exceed Ofsted recommendations on space allocated to them. It is the managements responsibility to have an effective system of recruitment to ensure the children within the setting are cared for by suitable qualified staff at all times. Therefore we aim to provide at least 40 spaces per session, with ratios of 1 adult to 4 (2 year olds) and 1 adult to 6 (3/4) year olds. This builds in contingency for staff illness if cover is unavailable.

Clever Cloggs although located on the site of Carisbrooke C of E Primary School do not in any way guarantee admission into the school. We have built a close working relationship with the school, however the local authority allocate school admission. It is our intention to make Clever Cloggs genuinely accessible to children and families from all sections of the local and wider community. We operate an inclusion and equality policy and ensure that children have access to pre-school places and services irrespective of gender, race, religion, colour or creed.

In order to accomplish this we will try to:

- Arrange our waiting list, usually by date of registration and preferred start date. However date of birth is also taken into consideration as children are not able to be accepted until they are two. Parent wishes on when they wish their child to start could also influence places offered.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions such as children moving into the area, children with additional needs or children at risk.
- Where possible, be flexible about attendance patterns so as to accommodate the needs of individual children and families when they first join us.

Admissions will be considered after completion of an application form requesting a start date and sessions required. Allocations are made depending on spaces, it may be recommended to start after an impending holiday to lower the chances of disruption to the child/children. Funded children will be admitted up to the headcount date in any term if space is available. Funded children are provided fifteen hours free from the government. However we may not be able to offer extra hours at a later date if fifteen hours are not taken initially, due to a high intake in September.

Children become funded the term after their third birthday. If a child is funded and enquires to move their funding to another setting, this may only be allowed after agreement from the local authority and all forms have been completed. Where funding has not been agreed for transfer, the parent remains responsible in covering the cost of the settings fees.

It is strongly recommended that children with their parent/guardian will visit several times prior to starting to enable them to become familiar with the surroundings, staff and other children before being left without their parent or guardian. This allows time to build up a relationship with the key person and complete paperwork. Children will not be eligible to stay without parental supervision until all statutory paperwork that provides emergency contacts, dietary needs and allergies have been completed as long as the child is two.