



Admissions Policy – ABC Learning Limited

1. Statement of Intent

ABC Learning Limited is committed to providing a high-quality, inclusive and accessible learning environment for all children in our local community. We aim to ensure that the admission of children is fair, transparent and representative of the social diversity of our area.

2. Eligibility and Age Groups

We provide care and education for children within the following age ranges:

- 6 months to 5 years of age
- We operate across three sites Otters (for 51 weeks of the year) and Old Basing Village Nursery School (39 weeks of the year) excluding Bank Holidays.

3. Accessibility and Inclusion

Our setting is committed to the Equality Act 2010. We welcome children of all abilities, ethnicities, and backgrounds.

- **SEND:** We work closely with parents and external agencies to ensure reasonable adjustments are made for children with Special Educational Needs and Disabilities (SEND). Our SENDCo will assess children's emerging needs and liaise with parents regularly as well as approaching external agencies for support where necessary.
- **Physical Access:** Our premises are fully accessible to ensure all children and parents can engage with our setting comfortably - we will endeavour to accommodate all disabilities and remove barriers through careful risk assessment

4. Application Process

Expression of Interest

Parents are invited to visit the setting and complete an enquiry form via our website. This does not guarantee a place but places the child on our waiting list.

Waiting List Management

When a vacancy arises, places are allocated based on the following priority criteria:



1. Looked After Children (and previously Looked After Children).
2. Children with an identified SEND requirement where our setting is named.
3. Siblings of children already attending the nursery or having attended in the past (returning families).
4. Date of application (chronological order).

5. Early Years Free Entitlement (Funding)

We are proud to support the UK Government's funded Early Years Education scheme (15 and 30-hour entitlements) which can be used by parents to significantly reduce the cost of their childcare.

- **Funded Hours:** These can be taken between 9am and 6pm at Otters Nursery School (across 47 weeks per year) and between 9 and 2.45pm at Old Basing Village Nursery School (across 39 weeks per year). Funding is not offered in the month of August where fees invoiced for on a private basis.
- **Flexible Attendance:** We strive to offer flexible patterns to support working parents, subject to availability and maintaining staff-to-child ratios whilst also ensuring that sessions do not disrupt the general running of the day.
- **Consumables** To maintain the high quality of our provision, we charge parents for consumables. This covers the element of our provision that is outside of the Government funded provision - details of these can be found in our fees and funding document.

6. The EYFS Profile and Assessment

Upon joining and throughout their time with us, children are assessed against the 7 areas of learning within the Early Years Foundation Stage.

- We monitor the three characteristics of effective learning: *Playing and Exploring, Active Learning, and Creating and Thinking Critically.*
- Child development is shared with parents on a termly basis to ensure a collaborative approach to the child's development through snapshots of learning.

7. Welcoming Families and Consultation

We believe in a "Parents as Partners" approach:

- **Settling-in:** We offer a bespoke settling-in period to ensure both child and parent feel secure.



- **Consultation:** We regularly consult with families through surveys, parent evenings, and our open-door policy to ensure our service meets the needs of our community.

8. Monitoring and Equal Opportunities

We monitor our intake to ensure we remain a diverse and inclusive setting. All staff follow our Equal Opportunities Policy, ensuring no child or family is discriminated against based on race, religion, gender, or family structure.

9. Complaints Procedure

If a parent is unhappy with the way an admission has been handled, they should follow our Complaints Policy. A full copy of this procedure is available on our website. We aim to resolve all concerns through informal discussion initially, with a formal process available if required.
