



Lilliput Lane Nursery

The Little Nursery for Little Learners

ADMISSIONS POLICY

Scotland: NCS 14.2

At Lilliput Lane Nursery we are registered for seventeen children between the ages of 6 weeks and 5 years.

The above is in accordance with the legal space requirements from the Care Inspectorate and is the overriding policy in respect of admissions.

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff/child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- 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
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

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

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery 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.

This policy will be reviewed periodically in line with best practice and legislation and amended where appropriate.

This policy was adopted on	Signed on behalf of the nursery	Date for review
26 March 2016		<i>As and when required</i>