



## **Admissions**

### **Introduction:**

The BCoT Nursery is registered to provide Full Day Care for 64 children per session under 5 years of age. Our parents include students of the college, college lecturers and staff as well as commercial clientele from the local community.

The following procedures are considered when registering children into nursery

### **Procedures:**

- Availability of spaces, considering the staff/child ratios, the age of the child and the registration requirements.
- The date the application form is received (priority is given to BCoT students and staff and those on the waiting list).
- The Nursery's ability to be fully inclusive where possible and provide for the child appropriately.
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family.
- Children who have siblings who are already with the Nursery.
- We operate an Equality and Diversity Policy and ensure that all children admitted have access to nursery places and services, irrespective of gender, race, religion, ethnicity, physical needs, learning needs, health needs, family background or any other perceived difference.

On a child starting nursery, parents must complete and sign the contract and registration forms. These forms provide the nursery with personal details relating to the child, for example, name, date of birth, address, emergency contact details, dietary requirements, contact details for parents, doctor and health visitor contact details, parental consent, allergies and any other health related issues, such as diabetes, asthma, vaccinations, etc.

### **Free nursery education places**

The Nursery is registered to offer the Government Early Years Education (EYE) funding for children the term after their third birthday, this includes the Universal hours and the Extended Offer (with the relevant reference number). The Nursery adheres to the code of conduct set out by Hampshire County Council.

The Nursery is registered to accept the 2 year old EYE funding if a Unique Reference Number has been obtained by the parent from Hampshire County Council and proof has been given to the office team.

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