

## **Admissions Arrangements**

### **What places are available?**

At Strong Close we have funded places for 15 and hour 30 hours per week. All children are eligible are for 15 however 30 are available only to eligible working parents. We offer Morning / Afternoons, 2 ½ days or a Full week. We cannot be more flexible than this as we feel it affects the quality of our planning and provision, however this may be considered in exceptional circumstances. Wrap around places are available through Strong Close Day Nursery which is based in the same premises - there is a charge for this provision.

### **When can names be placed on the waiting list?**

A child's name can be placed on the waiting list from birth. This can be done in person or by telephone. This does not always guarantee a place at nursery, but we would hope to offer a place to most children. Children can be admitted any time after their third birthday. Our largest intake is in September, with a further smaller intake in January and again after Easter. We admit children at other times during the year as places become available.

### **How are places allocated?**

Places are offered in accordance with Bradford Council's Admissions Policy. Children's names are placed on the waiting list in birth month groups. Places are allocated to appropriately aged children according to the length of time they have been on the waiting list. This is to ensure that the system is fair to children whichever month they were born in. Priority places are given to children on medical or social grounds. We will prioritise children who have attended/ or were eligible for a funded place at 2. We must also admit children who have just moved into the area if they have been attending another nursery, if we have a place available. If a specific request has been made for morning or afternoon we try to allocate as asked. However, this is not always possible and the allocation of places will be done on the same basis as the waiting list.

### **How are places for children with special educational needs allocated?**

We have additional funding for up to 26 part-time places for children with special educational needs. These places are allocated through the Early Years Inclusion Panel by SEN Services at Education Bradford.

### **When will we know if we have a place?**

Letters are sent offering places during the term prior to a child starting at Nursery. Parents are asked to return a slip accepting or not accepting a place. If replies are not received by the date requested, the place will be allocated to the next child on the waiting list.

### **When can I visit with my child?**

Parents and carers are welcome to visit nursery at any time and this would be recommended when a child's name is being placed on the list. Once a child's name is on the waiting list parents or carers are welcome to visit the nursery with the child. We strongly recommend that parents or carers visit with their child as often as possible during the term before s/he is admitted. You may visit any day between 9.30 am and 11 am or between 1.30pm and 3.00 pm. The child is the responsibility of the parent or carer during any visit prior to admission. All visitors must sign the visitor's book in the entrance on each visit.

### **How can I find out more?**

Please contact the Centre or call in for further information.