



Holbourn House Day Nursery & Pre-School
The Old School
Dodford
Daventry
Northamptonshire
NN7 4SX
01327 340 760
holbournhouse@googlemail.com

Admissions policy

Our Aim:

Regardless of background, ability, ethnic heritage or gender we ensure that our setting is accessible to all. We aim to create a safe and secure environment with approachable staff so that families feel comfortable and welcomed.

EYFS states

"Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up."(DEF, 2017)

Our Practice:

- As a team we continually promote our setting to the wider community and use a positive professional approach to advertise through social media, word of mouth and advertising in the local newspaper. We take part in various village events which are advertised appropriately, we regularly update our website; where visitors can access relevant documents and existing customers advertise our service with window stickers, leaflets and through social media.
- We make sure that all our policies, procedures and nursery information is easily accessible to all families. This can be made available for the needs of adults with English as an Additional Language (EAL) or disabilities (Bernadette Martin and Rachel Hutchinson are both fluent British Sign Language users). Members of staff will provide time to allow adults to understand all nursery documentation.
- We pride ourselves on a family run setting where we strive to create a safe, secure and homely environment. We have an 'open door' approach

that welcomes and enables all family members to feel a part of the setting.

- We take into account that each child is an individual and therefore we understand that children need time to make attachments and settle in to the setting. We promote connections with the child's family worker by offering home visits, stay and play sessions and periods of settling in time – treating each child with the same approach and allowing as much time as they need to settle.
- We regard and treat all children and their families equally and with respect regardless of the range of ability, ethnic heritage, social and economic background, EAL, gender and age. (See Equal Opportunities policy)
- Our opening times are stated within our Pricing Policy; however we would operate other/extra times on request to ensure we could facilitate the needs of all families.
- We aim to offer flexible childcare for all families, providing the individual needs do not exceed our maximum capacity/ratio and do not affect the well being, continuity and stability of the child.
- All family workers within the setting have a duty to create and maintain strong relationships with all parents. Their role is to ensure a partnership with parents in order to tailor care and education around each individual child.
- On registration, families will receive confirmation of the sessions they require for their child/children.
- If we cannot offer required sessions, we will offer different options, where possible. Alternatively you can place your child's name on our waiting list and we will notify you when the required space becomes available.
- In accordance with the Data Protection act 2018 and the General Data Protection Regulation (GDPR) we will only hold personal data/information for as long as a child attends the setting, unless needed for any child protection issues. Therefore when a child leaves the setting, data will be destroyed.

Funding:

- We offer funded places over 38 weeks per year split into 3 funding blocks.
- A child is entitled to this funding on the term after their 2nd or 3rd birthday depending on eligibility.
- Funded places can be accessed during the week in many ways. (See Pricing policy)



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- A child who is claiming funding must be registered at the setting on the week of the headcount day otherwise funding cannot be claimed.
- On the submission of the Parental Contract for the funding, proof of the child's date of birth and child's postcode must be seen. Copies of these will be taken and kept in order for the setting to make a claim.
- If a child attends two settings the funding can be claimed from both.
- We take advice and guidance from the county council's guidelines for priority places and all other issue regarding the funding.