



Holbourn House Day Nursery & Pre-School
The Old School
Dodford
Daventry
Northamptonshire
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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 make sure all our policies, procedures and nursery information is easily accessible to all families. This can be made available to suit the needs of adults with English as an Additional Language (EAL) or disabilities. Members of staff will provide time to allow adults to understand all nursery documentation we have varying language skills including British sign language.
- We pride ourselves on being a family run, home-from-home setting where we strive to create a safe, secure and welcoming environment.
- We have an ‘open door’ approach aiming to enable all family members to feel a part of the setting.
- We take into account that each child is an individual and therefore we understand children need time to make attachments and settle into the setting. We promote connections with the child’s key worker by offering home visits, stay and play sessions and periods of settling in time – providing each child with a tailored program, 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 consider 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 and the setting.
- 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 including first aid and injury forms. Therefore when a child leaves the setting, data will be destroyed.

Funding:

- We offer the government funded places across 38 or 51 weeks per year split into 3 funding blocks.
- A child is entitled to this funding the term after their 2nd or 3rd birthday depending on eligibility.
- We cater for children with any special dietary requirements. (See our healthy food policy).
- A child who is claiming funding must be registered at the setting on the week of the headcount day otherwise funding cannot be claimed until the following term.
- 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 split between both.
- We take advice and guidance from the county council's guidelines for priority places and all other issue regarding the funding.