

ADMISSIONS POLICY

At Wingate Childcare we care for children between the ages of 0-5 years.

The numbers and ages of children admitted to the childcare comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the childcare.

The childcare will use the following admission criteria which will be applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred childcare
3. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
4. Children who have siblings who are already with us

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.

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

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

At Wingate Childcare we currently provide free two year old funded places, available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for the free childcare education we have a termly intake, beginning the term following your child's second.