Admissions and Equal Opportunities Policy

1. The Orchard Day Nursery can care for up to 90 children aged between 3 months and 5 years old. **The Orchard Day Nursery** will be open for childcare from 7am-7pm Monday – Friday, excluding Bank Holidays and the days between Christmas and the New Year. And two days for staff training.
2. Part of **The Orchard Day Nursery’s** registration with OFSTED specifies the number of children who may be cared for at any one time depending on the ages of children – the terms of this registration will be strictly adhered to. Consequently, **The Orchard Day** **Nursery** may not be able to offer a place to every child who applies. Those who apply when all the spaces in The Orchard Day Nursery have been filled will be put on a waiting list. Places will be allocated to those on the waiting list as follows:
   1. The principle of equal opportunities will be followed, as detailed below.
   2. When children are added to the waiting list, parents/carers are asked to provide details of the days and hours they wish for their child to attend Nursery. This can be flexible (for example 15 hours anywhere in the week,) or can be specific (for example 9am - 3pm on Monday and Wednesday and 7am - 5.30pm on Thursday).
   3. When space becomes available, all those on the waiting list whose requirement matches what is available will be reordered based on the total hours they require, with those requiring most hours given precedence. Those with the same total requirement will be ordered based on when they joined the waiting list, with those who joined first given precedence. Parents / carers will then be contacted in that order and offered a place.
   4. Parents / carers are encouraged to update **The Orchard Day Nursery** on their requirements as often as necessary.
   5. Attendance can be booked as far in advance as necessary, and places will be offered based on children known to be starting school.
3. **The Orchard Day Nursery** is committed to the principle of equal opportunities for both those who attend and in the employment of staff. Under no circumstances will the company discriminate unlawfully against a child, family, employee or potential employee on the grounds of gender, race, religion, colour, nationality, ethnic or national origin, disability, sexuality or marital status. Each child and staff member will be valued as an individual and respected as such, and stereotyping will be avoided.
4. Part 5A of the Disability Discrimination Act 1995 (DDA), supported by the Disability Discrimination Act 2005, places on all public authorities a general duty to:
   1. promote equality of opportunity between disabled people and other people
   2. eliminate discrimination that is unlawful under the DDA
   3. eliminate harassment of disabled people that is related to their disability
   4. promote positive attitudes towards disabled people
   5. encourage participation by disabled people in public life
   6. take steps to meet disabled people’s needs, even if this requires more favourable treatment
5. **The Orchard Day Nursery** is not a public authority, it is committed to fulfilling the above obligations in as far as it is able to do so. In accordance with the Special Educational Needs and Disability Act 2001 (SENDA), admission of a child who is disabled or disadvantaged will be considered, as far as possible, according to the same criteria as all other children.
6. In such cases, a detailed assessment of the child’s needs will be conducted, and in partnership with the child’s parents / carers and any relevant professionals, the company’s ability to meet these needs will be explored. **The Orchard Day Nursery** will endeavour to meet the needs of all children who apply for a place at Nursery and, in line with SENDA, make all reasonable adjustments required as far as possible. SENDA describes reasonable adjustments as alterations to normal practices and procedures, alterations to physical features and the provision of extra support. Staff’s ability to care for all children will never be compromised and any decision taken that adjustments for a child are not possible will be fully justified in line with SENDA.
7. The SENCO has responsibility for supporting other staff in meeting the needs of children requiring additional support. As necessary, the SENCO will facilitate additional support from outside agencies, with parental / carer permission.
8. Wherever possible **The Orchard Day Nursery** will provide Children’s Centre supported places and places supported by other third-party services, including places for children that receive additional funding via the Local Authority, Social Services or the Department for Work & Pensions.
9. Every child will be encouraged to learn and develop without prejudice and Britain’s multicultural society will be explored and celebrated through the activities and displays at **The Orchard Day Nursery.** For example, diversity will be explored through food, music, books, role play, trips and community engagement and children will be encouraged to form positive attitudes towards those who are different from themselves.
10. Discrimination against a child, family or staff member by a staff member will not be tolerated and the relevant disciplinary action will be taken. Discrimination against a child, family of staff member by a child will be dealt with in line with Policy 12 – Behaviour Policy.
11. Once a child’s regular sessions have been agreed, with a minimum of 2 full days (7am-7pm) or 3 morning sessions 7am-1pm or 3 afternoon sessions 1pm-7pm. Any changes must be submitted in writing, ensuring a minimum of 1 months’ notice. **Changes to a child’s regular session times cannot be made more than once within a two-month period once a child has started attending The Orchard Day Nursery.**
12. A child’s place at **The Orchard Day Nursery** is conditional on the parents / carers agreeing to all **The Orchard Day Nursery’s** policies, on their fully completing a Registration Form and on making the requested payment of the securing payment or their first month’s fees as appropriate. Parents / carers are asked to take note of Policy 15 – Fees and Payment Policy.

Issued by Nursery Manager: **20/11/2019**

Date to be reviewed: **20/11/2020**