



# The Ryleys

Girls & Boys Preparatory School

## Admissions Policy for the Early Years Unit

Monitoring: Deputy Head

Named person responsible: Mrs S Kirkbright

Policy review date: September 2023

## **1. Purpose**

At The Ryleys School, we are committed to being as inclusive as possible in regards to our admissions within our Nursery, Pre School and Pre Reception setting. This policy outlines our admissions criteria.

## **2. Legal Framework**

This policy relates to sections 3.28 and 3.57 of the Early Years Foundation Stage.

## **3. Early Years Unit Admissions**

At our Early Years Unit, we care for children between the ages of twelve months and four years of age, and the numbers and ages of children admitted to the setting 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 setting. Places will usually be offered on a first-come, first-served basis if there are places available within the age group, but if there is a waiting list, the setting will use the following admission criteria which will be applied in the following order of priority:

1. Children currently attending who are increasing their sessions
2. Children who have siblings already attending the school
3. Looked after children

A child requiring a full-time place may take priority over one requiring a part-time place, and bookings for all year round will take priority over term-time only bookings.

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

Prior to a child attending the setting, parents must sign a contract and complete a number of admission forms. These forms provide the school 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. A surety deposit of £500 is payable to secure a place.