



Shireland Collegiate Academy Trust Policy

FSN & TWN Admissions

Committee and Date Approved	Trust Board – Spring 2026
Category	Statutory - Annually
Next Review Date	Spring 2027
Policy Availability	Trust Website
Officer Responsible	Nursery Manager

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list on a first come first served basis. In addition, our policy may take into account:
 - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible from 9 months onwards
 - the length of time on the waiting list;
 - the vicinity of the home to the setting i.e B66 & B67 postcodes are given priority;
 - whether any siblings already attend the setting; and
 - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with the Code of Practice for Sandwell and any local conditions in place at the time.
- Nursery places are only secured upon receiving the deposit of £25 for all fee paying and 30hour funded places.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.

- We share and widely promote British Values and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Nursery Terms & Conditions are given to new parents/carers when deposit has been received and must be completed/ signed and returned as soon as possible to the setting.
- The nursery T&C's pack includes: Nursery contract
 - Registration form
 - Medical consent
 - Various consent forms
 - Nursery fees information inc. Direct Debit form
 - 'What I can do' Form
 - Terms & Conditions and Payment of fees
 (MUST be signed and returned prior to child/ren starting setting)
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- The nursery has an induction procedure that ensures children and their parents/carers are inducted comfortably into nursery life. The key worker or room leader will contact parents/carers a few weeks prior to their start date and arrange times to suit. The first induction will be for up to 1 hour along with parents/carers and gives key worker, child and parent/carers chance to meet and get to know one another. The second induction will be a 4 hour session, where parents/carers are encouraged to leave their child at nursery to get to know their new key worker and begin to build their bond. If the child/ren becomes distressed during this time, parents/carers will be contacted to collect them earlier if they wish. Extra inductions sessions are available, where space is free and are charged at an hourly rate.