



Admissions Policy

Spice Childcare is registered for 69 children between the ages of 0 years and 11 years.

The above statement is taken from the registration document and is the overriding policy in respect of admissions.

Other matters taken into account in deciding which child can be offered a place in the setting are:

- Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements.
- Children who have siblings who are already with us.
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The setting's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements.
- 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.
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family.

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

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

Providers eligible to provide government funded places

At Spice Childcare we are registered to accept government funding and must offer free places for two (dependant on circumstances) and three to five year olds for the sessions specified by the local authority. At Spice Childcare we currently provide free funded places 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 early years entitlement sessions we have a termly intake, beginning the term following your child's second (dependant on circumstances) / third birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements, we will accommodate your wishes.

Internal use only

This policy was adopted on	
Signed on behalf of Spice Childcare	
Date for review	