



AUTUMN COTTAGE CHILDCARE

ADMISSIONS POLICY

Issued: Mar 2025

Next Review: Mar 2028

See also AC Child Management Policy

INTRODUCTION

Autumn Cottage Childcare (AC) is registered to care for a maximum of 54 children between the ages of **0-5**. The numbers and ages of children admitted comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

ADMISSIONS CRITERIA

AC uses the following admissions criteria, 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 a preferred setting
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or are in receipt of other Local Authority support.
4. Children who have siblings already at AC
5. For children who do not meet the above criteria, those who have been on the waiting list the longest.

REGISTRATION

Parents must complete a registration form and sign the AC Terms and Conditions through the AC childcare management system, EYLOG. This provides AC with personal details relating to the child including:

- Name, date of birth, address etc.
- Emergency contact details
- Medical - allergies, dietary requirements, vaccinations etc.
- Other contact details including doctor, health visitor

A non-refundable registration fee is required to reserve a space for a child. This is to ensure the space is taken up and to cover administration costs.

GOVERNMENT FUNDED PLACES FOR EARLY YEARS EDUCATION

All settings registered to accept Government funding must offer free places for children aged from 9mths to five-year-olds for early learning sessions specified by the Local Authority. At AC we currently provide free funded places available for children, subject to availability.

See the AC 'Frequently Asked Questions' documents for parents on EYE funding and how this works.



OTHER INFORMATION

TIMETABLE

There is no minimum days per week requirements. Session times are

- Day: 9am-1pm, 9am-3pm, 9am-4.30pm, 9am-5pm, 9am-5.30pm.
- Breakfast club sessions: 7.30am-9am, 7.45am-9am and 8am-9am.

SETTLING IN *See also Child Management Policy*

Two free 1 hour settling in sessions will be arranged before a child's start date.

EQUALITY

See the AC Equal Opportunities Policy.