



## Sheffield Hallam University Nursery

# Admission Policy

Sheffield Hallam University Nursery is a non-profit making organisation and is targeted with meeting its budget in order for to continue to be a sustainable service for the University. It is therefore important for us to consider how we allocate sessions to maximise occupancy as well as carefully considering how we manage government funded sessions.

In order to include all children and to provide the best possible care, we collect information about each child prior to allocating a space. Before a child can attend the nursery, parents or carers complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, dietary requirements, collection arrangements, fees and sessions, contact details for parents/carers, contact details for doctors and health visitors. We also collect information to tell us if we need to make any special arrangements for children before he or she can be admitted, for example special diet or medical plan.

Sheffield Hallam University Nursery is registered for 72 children including up to 12 children aged under two years. We are registered to take children from birth but we normally take children from three months minimum and limit the number of children under six months.

When offering a place in the nursery we take into consideration the following:

- Whether parents are working at or students at Sheffield Hallam University
- Availability of spaces, taking into account the required staff to child ratios, the age of the child and the registration requirements.
- When the application is received, consideration is given to those who have been on the waiting list the longest.
- Children in care will be given priority when allocating places.
- A child requiring a full-time place may have preference over one requiring a part time place - this is dependent upon occupancy and room availability.
- Children who have siblings who already attend our nursery.
- Children already attending on a fee paying contract will be given priority for funded hours.

Please note FEL only hours are offered but these places are limited and reviewed regularly.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
27/7/21	J. Rhodes	July 2022

