

DURHAM UNIVERSITY DAY NURSERY

ADMISSIONS POLICY

1. Policy Statement / Purpose

- 1.1 Durham University Day Nursery is registered for 90 children between the ages of 0-5years.
- 1.2 We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability/ ability, religion or belief or sexual orientation of parents.

2. Considerations when offering a nursery place

- 2.1 Children who have siblings who are already with us
- 2.2 Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements
- 2.3 When the application is received (extra weight is given to those who have been on the waiting list the longest) and paid the deposit.
- 2.4 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

3. Admissions and Registration process

- 3.1 Parents/carers and children are invited to visit the nursery for a tour of the premises.
- 3.2 If a place is required, a booking form is provided and the relevant deposit requested.
- 3.3 The booking is considered in accordance with the above policy.
- 3.4 Confirmation is provided when a place is available or when the child has been added to the waiting list.
- 3.5 If a place is available, an acceptance letter with a registration date is sent to the parents/carers. If a place is not available and there is no requirement to be kept on the waiting list, the deposit will be refunded.

4. Registration

- 4.1 Prior to a child attending nursery, parents/carers must 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, 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.

5. Eligibility for government funded places

- 5.1 All settings registered to accept government funding must offer free places from the term after a child turns 9 months old. At Durham University we currently provide funded places for children subject to availability.
- 5.2 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. We provide a limited number of "term-time" places, subject to availability.

6. Absence Procedure

- 6.1 Children's absence procedure. Day 1 to check with reception if messages of absence have been received and ask reception to check the spreadsheet for any changes in days. Mid-afternoon, contact parents/carers and inform management that you are ringing the parents/carers. Continued check-ups on Day 2 and Day3. If no contact is made, try emergency contact and ensure all information is logged on the child's chronology.

7. Related Document:

Safeguarding Policy

8. Version Control / Revision History:

Current Status Version: Final

Approval date: 17th July 2025

Version	Date	Changes	Changed by
Draft Version 2.0	6 August 2018	Draft version	Janice Grinter
Draft version 2.1	6 August 2018	Move to GES format	Janice Grinter, Nursery Administrator
Final version	31 August 2018	Approved	Kim Roberts, Nursery Manager
Reviewed	5 Dec 2019	No Changes	Adele Warner, Deputy Manager
Final Version	5 Dec 2019	Approved	Kim Roberts, Nursery Manager
Final V 4.0	4th Feb 2021	2.3 and 5.1 updated Approved	Adele Warner, Deputy Manager Kim Roberts, Nursery Manager
Reviewed	11 th Feb 2022	Updates made to section 3.0, 4.0 and 5.0	Adele Warner, Deputy Manager Kim Roberts, Nursery Manager
Final Version 5.0	14 th Feb 2022	Approved	Kim Roberts, Nursery Manager
Reviewed	23 rd Feb 2023	Addition of 3.1. Additions to 5.2	Kim Roberts, Nursery Manager
Final Version 6.0	23 rd Feb 2023	Approved	Kim Roberts, Nursery Manager

Reviewed	15 th August 2024	Removed point from section 3, and updated section 5, 5.1.	Adele Warner, Deputy Manager Kim Roberts, Nursery Manager
Final Version 7.0	15 th August 2024	Approved – Review Feb 2025	Kim Roberts, Nursery Manager
Reviewed	17 th July 2025	Added section 6. Changes to 3, 3.1	Adele Warner, Kate Sanderson and Hayley Staff Deputy Manager Kim Roberts, Nursery Manager
Final Version 8.0	17 th July 2025	Approved	Kim Roberts, Nursery Manager