



CHATSWORTH  
SCHOOLS 



## ADMISSIONS & EQUAL OPPORTUNITIES POLICY

### For Swinbrook House Nursery School Marylebone

### Entry from 18 months to 4 years 11 months

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

**Policy reviewed by:** Viv Thompson

**Review date:** 01/08/2023

**Submission:** 1/09/2023

**Version:** v6.0

**Policy actioned from:** September 2023

**Next review date:** 31/08/2024

**Reviewer's Signature:**

Please note: 'Nursery' refers to Chatsworth Nurseries; 'parents' refers to parents, guardians and carers.

This is a whole nursery policy, which applies to all of the Early Years Foundation Stage.



**POLICY AMENDMENT PAGE**

<b>Date</b>	<b>Key Amendments</b>	<b>Version Number</b>	<b>Reviewed by</b>
01/08/2023	Annual Policy Review	v6.0	VT



## General

This policy explains the Nursery's admissions procedures and its commitment to strive for equal treatment of, and opportunities for its children.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery and accept entries throughout the year.

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. We operate a waiting list and places are offered on an availability basis.

Deciding on the right nursery for your child is very important, and we at believe that a personal visit is invaluable. We very much hope that you and your child will visit the nursery, please call to arrange a personal tour.

## Providers eligible to provide government funded places for early education

All settings registered to accept government funding must offer the funded places for \*two/\*three- to five-year-olds for early learning sessions specified by the local authority. At our nursery we currently provide 2 government funded places for children; this is 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 the admissions of the government funded nursery education places we have a termly intake, beginning the term following your child's \*second/\*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. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

## Equal Opportunities

Equal Opportunities is the focus on ensuring that children have equality of access and outcome throughout all aspects of nursery life and that their life chances for the present and future are not impeded or distorted by anything that happens during their participation in the process of their care and education. Rather, they should be widened to allow children to achieve the whole scope of their potential. Equality of access, however, does not necessarily lead to equality of outcome.

Equal opportunity recognises and celebrates our similarities and our diversity as individuals and groups. It recognises that all individuals have an intrinsic right to be nurtured in such a way as they are able to reach their full potential. Equal opportunity accepts that, whilst all children have something of value to contribute, they do not all start on a level playing field. Consequently, some may be disadvantaged in their attempts to reach their potential. The nursery works hard



to differentiate and maximise their personal achievement.

Issues of equality are applicable to us all, but there are a number of people about whom Equal Opportunity concerns are often more formally expressed. Such groups are referred to in the Equality Act as the "Protected Characteristics" and are identified as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Equal Opportunities covers the whole process of education but particularly embraces issues of multiculturalism, anti-racism, disability, ethnicity, gender and trans-gender, sexuality, and socio-economic disadvantage. Strategies to combat inequality include those dealing with issues of self-esteem and sense of self-worth, nursery organisation, curriculum content and delivery, discipline, provision for those considered to have special educational and/or English as an additional language needs, underachievement, and building social relationships within the nursery community. Equal opportunity is about creating the structures and contexts for unlocking potential.

### Equal Treatment

We are committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. The nursery has due regard to the Equality Act 2010 and promotes respect and tolerance for people who have a protected characteristic. We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our nursery community and the rights and freedoms of others. The nursery is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the nursery community. The nursery recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status.

### Special Needs

We do not discriminate in any way regarding entry. We welcome children with special educational needs, providing that our Learning Support Department, with reasonable adjustments, can offer them the support that they require. We welcome children with physical disabilities provided that our setting can make provision for them. The physical layout of the site and buildings may restrict the movement of individuals who have particular difficulties with mobility. Some of these restrictions may be insurmountable.

### Reasonable Adjustments

The Nursery defines a reasonable adjustment as one which can reasonably be undertaken within its normal staffing, facilities and resources, given the context of the nursery. The nursery reserves the right not to offer a place where it is believed that any necessary adjustments exceed the criterion for reasonable adjustment. Where the nursery believes that a child's particular needs can be met by drawing on a limited range of additional expertise or resources, but



nevertheless beyond the criterion for reasonable adjustment, the nursery may decide to offer a place on condition that the additional cost will be passed on to parents.

We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the nursery before they register for a place, so that we can determine whether a place can be offered and make appropriate adjustments for them. Prospective parents are also asked to inform the nursery if any reasonable adjustments need to be made to enable a child to access the assessment process. Parents should provide a copy of an Educational Psychologist's report, EHCP (Education, Health, Care Plan) or a medical report to support their request for a place and alert the nursery to any request for extra time or other special arrangements.

### Children with Medical Requirements

If the nursery believes that it can meet a child's needs for medical provision, or the ongoing administration of medication, in accordance with the reasonable adjustments criterion, above, the nursery will endeavour to meet such needs. Where necessary, if specialist knowledge is required, the nursery will arrange additional training for relevant staff to support a pupil's medical needs (for example for anaphylaxis, diabetes and asthma). We will discuss thoroughly with parents and their medical advisers any reasonable adjustments that can be made and the administration of medication, to enable a child to become and continue at the nursery. For further information, please refer to the policy on first aid and the administration of medication.

### Children with Dietary Requirements

Where reasonable adjustments can be made, the nursery welcomes children who have particular dietary requirements due, for example, to cultural or religious backgrounds or to food allergies or intolerances. Information on dietary needs is gathered as part of the admissions process and shared, as appropriate with nursery staff. In more complex situations, a meeting may be organised between the manager and the parents and/or health practitioner to discuss and plan for a child's dietary needs. Parents are asked to inform the nursery promptly if there is a change in a child's dietary needs.

### Sibling Policy

Many siblings join the nursery, and a family atmosphere is encouraged. We will do our best to accommodate siblings however admission is not automatic.

### Overseas Applicants

Our nursery welcomes overseas families, who can attend the nursery, provided that UK immigration requirements, such as are in force at the time, are met and they have a relative, legal guardian or host family living in the UK with whom they can reside.

### Religious Beliefs

We are not a religious nursery and welcome families from all faiths or none.



### Offer and Acceptance:

If the nursery offers your child a place, a confirmation letter along with an Acceptance Form & terms and conditions will be sent to you. To accept the offered place a completed Acceptance Form, signed by both parents, along with a copy of your child's birth certificate should be sent to the Nursery Office. A deposit is also required to secure the place (unless it's one of our limited fully funded places); details of the deposit are outlined within the offer letter. Please refer to the Nursery's Terms and Conditions for information as to how the deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

### Nursery's Contractual Terms & Conditions

This policy must be read in conjunction with the Contractual Terms and Conditions, by which all parents must abide. Copies are made available to parents as part of the admissions process.

### Complaints

We hope that you and your child do not have any complaints about our admissions process; for registered pupils, copies of the Nursery's complaints procedure can be sent to you on request.

If parents consider that the Nursery's decision not to offer their child a place is contrary to its admissions policy, they can make an appeal to Chatsworth School's. Such an appeal would be managed broadly in line with Stage 3 of the Nursery's complaints procedure, except that it would not be necessary for at least one member of the appeal panel to be independent of the management and running of the nursery.

The nursery has a statutory duty to treat both parents equally and to provide both parents with information about the child's work and progress, even if one parent does not live in the family home, unless there is a legal reason not to do so. Therefore, on admission, the nursery needs to gather and record the name and address of each parent in cases where parents do not live in the same household.

### Interpretation

In this policy, the term "senior manager" means the Nursery Head and their designated deputies.

This policy applies to all employees in all our nurseries (save for nurseries with their own procedure which shall prevail) and other work environments within Chatsworth Schools.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Information at the above address.

