

# **Admissions Policy and Procedures**

Version: 1

Author: Nick Shepherd    Reviewer: Helen O'Neill    Approved: Andrew Lucas

## **Policy Statements**

Trinity College Day Nursery primarily exists to provide childcare for full-time staff and students at Trinity College. We are registered to accommodate 28 children 0-4 years old at any one time, no more than 12 of which may be 0-2 years old. Given this restriction, places cannot be guaranteed. However, the nursery will do all that is reasonably possible to accommodate the specific child care needs for staff and students.

The nursery also seeks to accommodate children whose parents live and/or work in the local area, but are not specifically attached to Trinity College. The nursery manager will reserve a minimum number of places for a given academic year to fulfil this aim. We value the contribution that parents and children from outside the college community make to the nursery and we will seek to do all that is reasonably possible to accommodate the childcare needs of these families within the constraints of our registration.

All children will be considered for places on the basis of this admissions policy. The nursery actively encourages the inclusion of children with special educational needs or disability. Provision in this regard is covered more specifically in our Special Educational Needs and Disability policy.

In order that children receive full benefit from their nursery experience we believe that they should attend a minimum of two sessions per week (this can be 2 half days). We do not accept children for one session only per week.

## **Applications Procedure**

The nursery operates two procedures for admissions within the policy statements above; one for children of full-time staff and students at Trinity College (College based) and one for children not connected to the college (non-college).

### ***College based applications***

Prospective students are encouraged to visit the nursery during College Open days and brochures are available on request.

Students who have accepted a confirmed place at the college, or staff who have been offered and accepted a full-time position will be sent a letter and application form for a nursery place, unless they have already indicated this is not required.

This application form needs to be returned by the last working day before the nursery annual summer closing in August. Staff and students who join the college at other times, and applications returned after this date, will be treated as a casual application (see below).

In all but the most exceptional circumstances all applications received before this date (or casual applications carried over to a subsequent academic year) will be offered a place. The offer of a place does not guarantee the availability of specific sessions (see booking procedure).

Exceptional circumstances may arise where an annual intake has a higher proportion of children who require childcare, or if nursery accommodation has had to be reduced. Applications in this instance will be treated on a case by case basis. Priority will be given to those on the waiting list from a college casual application and to those whose acceptance of a place at the college is deemed, at the discretion of the Executive Director, to be dependent upon childcare.

### **Casual applications from college based parents**

To aid the management of the nursery, applications are best considered on the basis of an academic year, with new children starting in the September. However, casual applications for a place at the nursery at any point of the year will be considered.

Offer of a place for a casual application is strictly dependent upon the current numbers of children attending the nursery and will be considered on a case by case basis. The limitations for this are set by our registered numbers and the need for a degree of flexibility in the provision for those who already have a place at the nursery.

If a place cannot be given then an offer of going on the waiting list will be made. A place may then become available if a child leaves the nursery.

This waiting list will operate on the basis of the date of application and as such casual applications for siblings of children currently are encouraged to be made as soon as possible. Priority on the waiting list is though given to college based applications.

Applications on the waiting list will usually be given priority for places in the coming academic year.

### ***Non-college based applications***

Most non-college based applications are anticipated not to function on the academic year and will be considered at any point during the year.

Places will be subject to availability and forecasts of likely uptake from current parents within that academic year. Applications for places to be taken up within a subsequent academic year will be placed on a waiting list and responded to once uptake from College based parents has been determined.

Priority will be given to siblings of children already attending the Nursery. Remaining places will be allocated on a 'first come first served' basis.

## ***Booking Procedure***

Two booking procedures operate. College based bookings will usually be administered through the term by term procedure and non-college by annual agreement.

### **Annual agreement**

Either at application or in discussion with the manager for a new academic year, a pattern of sessions will be agreed on an annual basis.

Due notice for holidays and temporary withdrawal is required to avoid incurrance of fees.

In the event that these sessions need to be changed in the course of the year, reasonable measures will be taken to accommodate this provided that the circumstances are compelling and due notice has been given.

### **Term by term booking**

Term by term booking will be administered through a booking request form. Booking forms will be requested to be returned by a specific date. Late returns risk sessions having already been allocated.

These requests will be considered against the availability of places for those sessions.

The availability of sessions will vary. In the event of lack of availability parents will be contacted and asked whether they can withdraw or alter their request for the oversubscribed session.

In the event that a particular session remains oversubscribed priority will be given first to children who have come to nursery in that session in the previous term and next to applications with special circumstances – to be considered at the manager's discretion.

We ask that college parents in particular aid us by being as flexible as they can be in determining and requesting child care needs.

## ***Complaints Procedure***

If you have complaints over the implementation of the admissions and booking policy, or concerns over your treatment, please make them in the first instance to the Nursery Manager. If further attention is required then please address your concerns or complaint in writing to the Andrew Lucas, Executive Director at Trinity College.