

**1. Admissions/ Enrolment Policy**

**2. Introduction/Reasons for the Policy/Purpose/Objective**

- To facilitate a positive introduction to Bracken Hill Nursery School for families.
- To make *Bracken Hill Nursery School* a place where everyone – irrespective of his or her gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances – feels welcome and valued.
- To enable equal access to a differentiated and full curriculum that caters for the individual needs of all children.
- To promote positive attitudes to our diverse society by valuing everyone and encouraging a positive self-image in every child. It is our responsibility to ensure that our diverse society is reflected in Bracken Hill Nursery School.

**3. Definitions/Glossary**

N/A

**4. Policy Statement**

Bracken Hill Nursery School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000. (Feb 2023)

Prospective parents/guardians and their children are encouraged to visit Bracken Hill Nursery School to become familiar with the facilities, the programme, the children attending and the staff members, and to discuss their expectations and/or their concerns.

We will do our best to be flexible with reference to children's attendance in order to meet each individual family's needs.

Places are subject to availability.

## 5. Procedures & Practices

### Allocation of places

Priority for the allocation of available places will be in the following order:

- *Children who are already attending Bracken Hill Nursery School.*
- *Children who have siblings who are or have attended Bracken Hill*
- *Children of staff members*
- *Any other children whose name have been placed on the list in date order.*

*When all available places are taken up, a waiting list will be established.*

*Acceptance will generally be based on the date the child's name is placed on the waiting list; however priority will be decided according to the above criteria.*

*As the school participates in the ECCE scheme all qualifying children can avail of this Free School year. (amended September 2016)*

When notified of an available place, parents/guardians will be allowed one week to decide on acceptance before the place is offered to another on the active waiting list.

### The admissions procedure is as follows:

1. Parents/guardians will make an initial enquiry to Bracken Hill Nursery School.
2. Parents/guardians will be invited to visit with their child/children to observe the daily running of Bracken Hill Nursery School. At this stage, a preliminary assessment of childcare needs will be made – this will also ensure that parents'/guardians' wishes and preferences are taken into account when planning the delivery of childcare.
3. If the parents/guardians wish to take a place and the required place/places is/are available, they will be asked to complete and sign a Registration Form.
4. In addition, parents/guardians will be required to complete, sign and return the *Parental Consent Form for Emergency First Aid / Medical Treatment, Permission to take photographs and videos for use in the school*. Parents will also be asked to fill out our Getting to Know you form which outlines their favourite games, toys and names of any other children in the school they are related to or friendly with.

All administration forms must be completed in full – these must include the following information:

- a) Child's first and family name
- b) Date of birth
- c) Sex
- d) Home address and telephone number
- e) Parent's/guardian's names, home and work addresses and telephone numbers
- f) Family doctor's name, address and telephone number
- g) Date child first attended the service
- h) Date child ceased to attend the service (where relevant)
- i) Any specific care details regarding the child
- j) Allergies (if any)

- k) Dietary requirements
  - l) Up-to-date record of immunizations and medical details
  - m) Name of person/s authorised to collect the child/children. Other emergency contact names and telephone numbers interests etc.
  - n) Details of any illness, disability, allergy or special need of a pre-school child, together with all the notes relevant to the provision of special care or attention,
  - o) Written parental consent for appropriate medical treatment in the event of an emergency
5. Registration forms are to be given to the appropriate class teacher for information about the child, and then placed on file. Parents/guardians are asked to return the form to Bracken Hill Nursery School prior to commencement of care.
  6. Four weeks notice will be required for any changes or cancellation of the original agreement.
  7. We will hold an Open Day, with zoom if necessary during the Pandemic for all new students and their parents to come to the school, meet the teachers and assistants so they will be given the opportunity to become more familiar with the range of facilities in Bracken Hill and exchange information and get to know their child's teacher and other staff members and the routines. *(Revised 2020)*.  
Parent teacher meetings with the child to take place, 15 minutes, to allow the parent to find information about the daily routine and give the parents a chance to mention any observations and concerns they may have. All relevant documents including an explanation of ECCE and NCS explained will be emailed to the parents prior to this meeting. *(Revised August 2021)*
  8. Parents/guardians will be given information on the key policies and procedures (including the Comments and Complaints Procedure), practical issues and the way in which a stimulating environment and curriculum are provided for the children. This information will be provided verbally and in a handbook. They will be consulted about how best to settle their child (see Appendix A). While working in the best interests of the child, staff members will consider the parents'/guardians' needs as well.
  10. Monitoring of attendance, e.g. children's gender, ethnicity and specific needs, will take place in accordance with our Equality and Non-Discrimination Policy and Data Protection Policy.

## 6. Review Date

Reviewed: September 2016

Revised :July 2020

Revised August 2021

Revised February 2023

Person Responsible: Gwen Delaney

## 7. References/Supporting Documents/Related Legislation *[List of any relevant Legislation and Best Practice Guides referred to in drafting the Policy]*

- Child Care Act, 1991
- Child Care Act 1991 (Early Years Services) Regulations 2016 and Child Care (Pre-School Services) (No 2) (Amendment) Regulations, 2006
- Children First Act, 2015 (amended 21/2/2018)
- Freedom of Information Act, 1997 and 2003

- Data Protection Act, 1998 and 2002
- **Supporting Quality: guidelines for professional practice in early childhood services (3rd edition)** by Geraldine French. Barnardos' Training and Resource Service, 2008

**8. Contact Information:**

Name: Gwen Delaney

**9. Policy Created**     *Date: 23/4/2012*

*Reviewed September 2013*

*Reviewed May 2014*

*reviewed September 2016*

*reviewed February 2018*

*revised July 2020*

**10. Signatures**

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