

ADMISSION POLICY

RAFA Kidz is a subsidiary of the Royal Air Forces Association, the charity that supports the RAF family. RAFA Kidz has been established specifically to help overcome the difficulties encountered by RAF serving personnel in accessing early-years childcare and education and operates nurseries on RAF stations, providing high quality, affordable childcare in a safe, welcoming environment.

At RAFA Kidz Odiham ("the Nursery") we care for up to 55 children between the ages of birth and 5 years.

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.

The Nursery will use the following admission criteria which will be applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
4. Children of serving forces personnel or MOD civil servants based at RAF Odiham
5. Children who have siblings who are already with us
6. Children of civilian contractors providing services to RAF Odiham
7. Children whose parents live within the area

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 an Inclusion and Equality Policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a 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.

RAFA Kidz is registered to accept government funding and therefore offers free places for two to four year olds for early learning sessions specified by the local authority. 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.



Date Originated	MAY 2019	Signature
Date Reviewed		