



The Magic Roundabout Childcare Centre



ADMISSIONS POLICY

The policy of the **Magic Roundabout Childcare Centre** when admitting children to the Centre for the first time

0 – 2 room, 2 – 3 room, day – care, Afterschool club, holiday play scheme

- When calling the Centre, you may be asked to leave your name and number
- A member of staff will be in touch to allocate and confirm your space
- If there are no spaces available, you may be put onto the waiting list depending on the room required.
- Once a space is available you will be invited in to visit the nursery where you will be informed about our settling in procedure.
- If your child attends the centre already they will automatically receive a space in the next room

When allocating 'free funded' spaces within the Early Learning and Childcare nursery we must follow the Moray Council's criteria of priority which is as follows:

1. Existing attendance
2. Resident in the secondary catchment area, with sibling at nursery
3. Resident in secondary catchment area.
4. Children with co-ordinated support plan and/or subject to education authority assessment.
5. Those resident out with secondary catchment area, with sibling at nursery
6. Those resident out with secondary catchment area

Priority with the 6 areas above will be given to the oldest children first.

It is the ethos of the Centre that all users and staff are treated equally, with respect, fairly, without discrimination, to disability, gender, religious persuasion, racial origin, and culture or language background. Everyone is valued, safe and secure.

The Centre ensures the effective promotion and supports social inclusion. Practical steps are taken to assist families who experience difficulties in accessing support services. Positive efforts are made to reduce barriers, which affect parent's abilities to participate effectively in their children's care and education. This is in line with the Scottish Governments initiative of the '**Getting it Right for Every Child**' approach.