



# **OXHEY EARLY YEARS CENTRE LTD**

## **DAYCARE ADMISSIONS POLICY**

**Children are allocated a place according to availability.**

**Places are prioritised in the following order:**

1. Children who are Looked After or have left care under a special guardianship order, child arrangements order or adoption order.
2. Children with Special Educational Needs who have an Education and Health Care Plan or Additional Needs supported by other professionals (at the discretion of the Head of Centre).
3. Full day sessions (8am - 6pm, 9am - 6pm)) because parents are working or studying (in date order of registration).
4. Long sessions (8am -4pm, 9am -4pm, 8am -1pm, 1-6pm) because parents are working or studying (in date order of registration).
5. Full day sessions (in date order of registration).
6. Long sessions (in date order of registration).
7. Short session applications for children eligible for 2 year funding (see Funding Information for Parents, attached) or referred by an Outside Agency, eg . Health Visitor, Children's Centre
8. All other short session applications.