



Admission and Attendance Policy

Date of last review: June 2021
Date of next review: August 2022

Admissions Policy

When a parent enquires in our nursery about available places, full details of the child are taken on an Initial Enquiry Form. The parent is invited for a show around where they can discuss the nursery admission further. An appointment will be booked with the nursery manager. This appointment lasts 30 - 60 minutes and a thorough tour is given and an explanation as to the Islamic curriculum, nursery curriculum and materials are shown. If the parent/carer is interested in enrolling their child, then a registration form is given which can be filled in and returned on the day or it can be emailed with the nursery prospectus.

On the day of registering the child the parent/carer is asked to fill in the child's registration form and a copy of the birth certificate is taken. Depending on the type of registration funded or private the admission is discussed further. For funded children the parents will fill the parent consent form. For the extended offer of 30 hours the parents will fill the short consent form 30 hours extended entitlement. If the child is a funded child their eligibility is checked on the system and a start date is provided. If the child is not eligible for any funding, then the fees will be discussed (this can be seen in our fees policy). Parents have an option to pay by cash or bank transfer. Fees is paid monthly in advance. An invoice will be provided and details of the methods of payments will be given.

The child's name and preferred start date is then placed on a waiting list if applicable. A welcome letter or an email depending on the preference of the parents will be sent three weeks before the start date with all the information about starting the nursery, what is required and the settling in process is explained.

We operate a first come, first serve basis providing we have places available for the specific age range 2- 4 years old. Children will only be admitted if their age does conform to our availability and registration requirements.

Admissions Procedure:

- The Manager will ensure that the parents or carers booking in the child have been shown around the nursery as well as been provided with a prospectus and application form.
- Information about the Early Years Foundations Stage is explained (Information is provided in the prospectus).
- It will be explained to the parents/carers the terms in which children care is provided and that the agreement to care for their children is subject to the parent/carer's agreement of these terms, in particular, in the case of a sick child, holiday procedure and notice period details.
- A Parent's welcome pack will then be given, containing a copy of said terms and conditions.
- The registration forms will be completed, and information will be placed in the children's personal details folder which is kept securely in the manager's office and always locked when not in use. Information about allergies etc. will be given to the staff. Parents can request a copy if they wish, and the original will be kept in accordance with our confidentiality policy and in line with all information & record keeping guidelines.
- A copy of the child's birth certificate will be requested for government funding headcounts.

- Once the child has enrolled the parents will complete the class dojo form and consent then they will be added to class dojo where observations can be viewed.

Two Year Olds

Children may be eligible for a funded 2yr old place, which provides 15hrs of free early education from the term after they turn two. For more information go to www.childcarechoices.gov.uk and follow the appropriate Gov.uk link. Applications are kept on file, as vacancies arise, places are allocated.

Three Year Olds

All children aged 3 or 4 are eligible for 15hrs of free early education from the term after they turn three. We would suggest making your application around the time of your child's second birthday for a 3 & 4yr old place. Applications are kept on file, as vacancies arise, places are allocated in accordance with our admissions policy.

Working parents may qualify for a 30hr place for 3 & 4 yr olds. There are certain criteria that must be met and you will require an eligibility code. To find out more, please go to www.childcarechoices.gov.uk or call 0300 123 4097.

- *All our 15hr and 30hr places are spread evenly across the week (i.e., for 15hr places; 5 x 3hr sessions either all morning or all afternoon. Alternatively, for 30hr places; 5 x 6hr sessions each day).*
- *Flexible provision is available. We have 3 options, if these options are not suitable for you, we will consider alternative provision upon your request.*
- *Children attending all day will be provided with lunch at the cost of £2.50*
- *Children are expected to attend every day.*

ATTENDANCE POLICY

At Dar ul Madinah Nursery we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at nursery. At a young age, continuity and consistency are important contributors to a child's well-being and progress.

Aims

- To create a culture where good attendance is 'normality' and valued
- To value the individual and be socially and educationally inclusive
- To be consistent in the implementation of our policy and procedures

Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Procedure

Children should be at nursery, on time, every day that the nursery is open, unless the reason for the absence is unavoidable.

Parents are expected to inform nursery of an absence. The register closes at 9.30am and 1.15pm. Messages of absence from parents are passed to the key worker. If a child is absent without an explanation, office staff will contact parents to ascertain the reason for the absence. If the child is known to Social Care, this service will be informed of the unauthorised absence.

If this does not produce a satisfactory explanation, the Manager will make contact, initially by telephone. If there is no contact after one week, a letter will be sent to the family. If necessary, an appointment will be made to discuss the matter. If after one month there has been no contact, the child's name will be removed from the register and the place allocated to another child on the waiting list. The Local Authority will be informed that the child has left the nursery.

Any problems with regular attendance are best sorted out between the nursery, the parents and the child. Children could sometimes be reluctant to attend nursery. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Cooperation between home and nursery is the best way to support children's well-being needs. Parents are expected to contact nursery at an early stage and to work with the staff in resolving any problems together.

Parents of children whose attendance is inconsistent and generally poor will be contacted by the Manager and their future attendance monitored. If there is cause for concern, the health visiting service and/or Multi-agency Team may be contacted in order to ascertain if family support may be needed. In more urgent cases, social care may be contacted. Although attendance at nursery is not statutory, authorised absence is only normally granted for emergency situations and medical appointments. All planned absences in term-time must be requested using the Holiday Request Form.

Term dates 2021-2022

Autumn 2021

Term 1

Term starts on: Thursday 2nd September 2021

Term ends on: Friday 22nd October 2021

12th Rabi ul Awal: Tuesday 19th October 2021 (not a holiday)

October Holiday: Monday 25th October 2021 to Friday 5th November 2021

Term 2

Term starts on: Wednesday 10th November 2021

Term ends on: Friday 17th December 2021

Christmas Holiday: Monday 20th December 2020 to Monday 3rd January 2022

Spring 2021

Term 3

Term starts on: Wednesday 5th January 2022

Term ends on: Friday 11th February 2022

February Holiday: Monday 14th February 2021 to Friday 18th February 2022

Term 4

Term starts on: Monday 21st February 2022

Term ends on: Friday 1st April 2022

Spring Holiday: Monday 4th April 2022 to Monday 18th April 2022

Summer 2021

Term 5

Term starts on: Wednesday 20th April 2022

Term ends on: Friday 27th May 2022

May day Closure: Monday 2nd May 2022

Eid ul Fitr Holiday: Tuesday 3rd May 2022 & Wednesday 4th May 2022 (Dates may vary)

Half Term: Monday 30th May 2022 to Friday 3rd June 2022

Term 6

Term starts on: Monday 6th June 2022

Term ends on: Friday 22nd July 2022

Eid ul Adha Holidays: Monday 11th July 2022 (Date may vary)

End of Academic Year: Friday 22nd July 2022