

Teitl: Title:	Admissions Policy - Toybox Nursery
Fersiwn: Version	1
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students Nursery staff and children

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Impact assessment
Effaith ar yr Iaith Gymraeg <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	Welsh Language Impact An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	Rheolwr y Feithrinfa /Nursery Manager		
Ymgynghoriad / Consultation:	<i>Nursery staff</i>		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group		-
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:		22/01/2025
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	-
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	-
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	-
	Corff Llywodraethu / Governing Body:		-
Dyddiad Adolygu: Review Date:	15/01/2028		

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
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Rhifwch bob adran a pharagraff
Please number each section and paragraph

1. Toybox Nursery is registered for 106 children between the ages of 12 weeks and 5 years.
2. The above is in accordance with the legal space requirements from statutory guidance e.g. NMS, and is the overriding policy in respect of admissions.
3. Toybox Nursery is part of Coleg Cambria and so preference is given to the children of students and staff.
4. Other matters taken into account in deciding which child can be offered a place in the nursery are:
 - 4.1. Availability of places, taking into account the staff: child ratios, the age of the child and the registration requirements
 - 4.2. Children who have siblings who are already with us
 - 4.3. When the application is received (extra weight is given to those who have been on the waiting list the longest)
 - 4.4. The nursery's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements
 - 4.5. 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
 - 4.6. Extenuating circumstances affecting the child's welfare or the welfare of their family.
5. 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.
6. Prior to a child attending nursery, parents must complete and sign a contract and 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.
7. **Childcare Offer for Wales. (30hrs funded early education and childcare)**
 - 7.1. At Toybox Nursery we currently provide funded places under the Childcare Offer for Wales for children aged 3-4 years old for 48 weeks of the year, subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance.
 - 7.2. Flying Start
 - 7.3. At Toybox Nursery we currently provide funded places for Flying Start. The childcare available through Flying Start is for two to three year olds. It includes 12.5 hours a week, for 39 weeks of the year, of funded high quality childcare.
 - 7.4. All funded sessions provided are in line with Welsh Government guidance. 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. We do reserve the right to limit and/or have specific funded sessions according to our business requirements.