



## **Admissions and Waiting List**

We care for children between the ages of 3 months old until they are four years old and ready to start primary school. 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). Our minimum contract is two days per week, this is for continuity for our children and half days are not offered.

We take the following matters into account when prioritising and deciding on admissions:

1. Availability of places, taking into account the team members to child ratio, the age of the child and any registration requirements.
2. Children who have siblings who are already with us.
3. When the application was received (extra weight is given to those who have been on the waiting list the longest)
4. The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.
5. A child requiring a full-time place may have preference over one requiring a part time place.
6. Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.
7. Eligible children who are entitled to free funding, who wish to take funded free hours only, a flexible arrangement can be made, where we can waiver the two-day minimum contract to keep in line with the flexible arrangements as specified by the government. Children will be offered 1 full day throughout the whole term in which the nursery is open (51 weeks). For children with additional needs over the age of two, if it better suits the needs of the child, two half days can be offered.

We provide all government funded places for eligible children. These places will be allocated on a first come first served basis and are offered in the exact same way as any other space regardless of funding status.

Those who meet the working parents' government funding scheme, will also be sent a link after registering to complete, this then allows us to be able to apply on your behalf.

For any disadvantaged children that have joined us under the together for two scheme, we ask for no voluntary contribution for consumable costs, and these will be covered by the nursery and shall continue to be free for as long as a child is within our care at nursery.

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.



We offer spaces 3 -4 months in advance to new prospective parents with an offer letter being sent to parents via email. A 7-day window will be allowed for new parents to get back to us confirming they want the space and to make the due deposit payment, details of which can be found within the offer letter. Failing to get back within the 7-day window, will mean being placed back on the waiting list. That space will then be offered to the next child on the waiting list.

Our waiting list is reviewed monthly, and the Operations Director will look at potential in-house movements of children depending on the age and development needs before spaces are offered externally to people on the waiting list. Settling in session dates for all children will be sent to parents at least one month in advance of their start date via email, which will also be communicated to the nursery managers.

Prior to a child attending the nursery (at least two weeks prior to the first settling in session), parents must complete and sign a contract and admission form, which is sent electronically along with the settling in times and dates. 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, contact details for parent's, doctors contact details, health visitor contact details, allergies, parent's consents and vaccinations. This is an imperative part of the admissions process in line with keeping children safe.

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| This policy was updated: | Signed on behalf of the nursery:  | Date for Review: |
| August 2024              | <i>J Shortland</i> Jane Shortland | 2025             |