# Admissions Policy (2025–2026)

# Admissions Policy

## Admissions Policy

### *1. Purpose*

This policy outlines the admissions process for Little Wonders Nursery, ensuring fairness, transparency, and inclusivity in line with the *Early Years Foundation Stage (EYFS) Statutory Framework (2024 update)* and the *Equality Act 2010*.
The nursery is committed to providing an inclusive environment that meets the needs of all children and families.

### *2. Scope*

This policy applies to all children and families seeking admission to Little Wonders Nursery, including funded and self-funded places.

### *3. Admission Criteria*

Little Wonders Nursery welcomes children aged **0–5 years**.

Admissions are offered in the following order of priority:

1. **Looked After Children (LAC)** and those with an **Education, Health and Care Plan (EHCP)** naming the nursery.
2. **Siblings** of children currently attending the nursery.
3. **Children from the local community**, particularly those living within the catchment area.
4. Other applications received, subject to availability and the nursery's capacity to meet the child's needs.

The nursery promotes **equal access** and does not discriminate on the basis of race, religion, cultural background, gender, disability, or family circumstances.

Where necessary, reasonable adjustments will be made to support children with additional needs, in line with the *SEND Code of Practice (2015)*.

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## *4. Application Process*

- Parents/carers may apply for a nursery place by completing an **Application Form** (online or paper copy) and providing the following documents:
    - Proof of child's age (birth certificate or passport)
    - Health and immunisation records
    - Emergency contact details
    - Information about any special educational needs or medical requirements
- Applications are reviewed on a rolling basis throughout the year.
- Once a place is available, the nursery will issue a **formal offer letter** including:
    - Start date and agreed sessions
    - Fee details and funding eligibility
    - Information about the settling-in process and key person allocation
- If the place is accepted, parents must confirm in writing and complete all registration documents before the start date.

## *5. Fees and Funding*

- A clear breakdown of **fees**, **payment schedules**, and **accepted funding schemes** will be provided to parents, including:
    - **15- and 30-hour funded places** (for eligible 2-, 3-, and 4-year-olds under the 2025 government expansion of childcare support)
    - **Tax-Free Childcare** and **Universal Credit childcare support** options
- Parents are encouraged to discuss any concerns regarding fees, funding, or payment plans with the nursery manager.
- Fee reviews occur annually, with at least **one month's written notice** given prior to any changes.

## *6. Waiting List*

- If the nursery is at capacity, a **waiting list** will be maintained.
- Priority on the waiting list follows the admission criteria listed above.
- Parents will be contacted as soon as a suitable place becomes available.
- Families on the waiting list are encouraged to keep contact details up to date.

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## *7. Transition and Settling-In*

- A personalised **settling-in plan** will be developed for each child in partnership with parents/carers.
- This may include:
  - Short introductory visits
  - A gradual increase in attendance
  - Opportunities for parents to stay during early sessions
- The child's **key person** will support the transition, helping them build secure relationships and confidence in the nursery environment.

## *8. Review and Policy Updates*

This policy will be reviewed annually, or sooner if required due to changes in legislation, government guidance, or nursery practice.