



## **Admission Arrangements**

### **Nursery Admissions**

At Little Discoverers Nursery, we care for children between the ages of two years and four years of age, and 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). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

We will be offering either morning or afternoon sessions; 15 hours of childcare weekly. 30 hours childcare may be considered dependent on interest shown. Please note that 30 hours of childcare provided will be prioritised.

Places will usually be offered on a first-come, first-served basis if there are places available within the age group. A settling in period for children will be accepted on the basis that the child starts full time from the next term. If there is a waiting list, the nursery will use the following admission criteria which will be applied in the following order of priority:

1. Children will be given places based on a strict date of birth order unless they are priority admissions (the manager and governing body will decide this).
2. Children who have siblings already attending the nursery / evening / weekend supplementary school.
3. Parents who would like their child to attend on a daily basis rather than set days will be prioritised.
4. Children with 30 hours on the waiting list will be prioritised ahead of children who apply with 15 hours.
5. Children whose parents live within the local area
6. Children whose parents work within the local area
7. A child requiring full-time day care for five days a week will be given preference over a child requiring three or four days a week.
8. A child requiring part-time day care for more than three days will then be considered and places will be offered to the child who requires the most part-time sessions.
9. The child's position on the waiting list after the number of full-time or part-time sessions has been looked into will then be considered. The waiting list will also be used should two children require the same day care and the place will be offered to the child highest on the list.
10. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery.
11. For private sessions, a child will have to attend minimum 5 sessions.

Government funding for early education can be used for hours within normal bookings, and the additional paid-for hours will be charged at the amount required to meet the normal session cost, which is £17 per session or £30 for a full day, after considering the amount received from the local authority for the funded hours.



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.

When a space becomes vacant, in any room children will be offered places in date of registration order together with the requested start date.

**Documentation required prior to a child starting:**

- Birth certificate
- Child information and medical information
- Parents names and contact details
- Emergency contacts
- Other relevant Agencies working with the family
- Signed offer letter agreement
- Letter from G.P. for any allergies or intolerances (We can make appropriate arrangements with catering arrangements).

**Reviewed: August 2023**