



# Nursery Admissions Policy

December 2025

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<b>Signed:</b>	
<b>Review Timetable:</b>	Annually
<b>Purpose of Document:</b>	To describe the admissions procedures for Nursery.
<b>Links to other policies</b>	Attendance policy, Early years policy, safeguarding policy, SEND policy
<b>Impact on; Safeguarding Equality &amp; Diversity SEND</b>	Safeguarding Equality & Diversity SEND
<b>Implementation:</b>	This policy is available on the school website and on the staff share.
<b>Dissemination:</b>	The policy will be available to all staff, teaching and non-teaching, and to the wider public via the website.

## **Spring Meadow Infant Nursery Admissions Policy**

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### **1. Statement of Intent**

It is our intention to make our Nursery/Preschool accessible to children and families from all sectors of the local community. We are committed to being as inclusive as possible regarding our admissions for our Nursery/Preschool. We also strive to be a provider of funded childcare without it impacting the quality of our provisions. This policy outlines our approach to Nursery/Preschool admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

### **2. Legal Framework**

This policy relates to the Early Years Foundation Stage Statutory Framework.

### **3. Aim**

To ensure that Spring Meadow Nursery and Preschool is accessible to all sectors of the community, through open, fair, and clearly communicated procedures. To promote smooth and stress-free transitions to the setting, ensuring both children and parents/carers are happy. We care for children between the ages of two and four years of age, we have 2 classes, 1 for Nursery and 1 for Preschool. The numbers and ages of children admitted to the Nursery and Preschool comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff to child ratios and the facilities available at the Nursery/Preschool. We work with the ratios of 5 children to 1 member of staff for two year olds, and 8 children to 1 member of staff for three year olds. We do not require children to be toilet trained on admission although we will work collaboratively with both parents and the Children's Centre to achieve positive outcomes in this area as soon as possible.

### **4. Nursery Timings**

Our Nursery/Preschool provision is open for 30hrs a week, 38 weeks a year. The sessions are split into mornings and afternoons.

Morning Sessions are 9.00-12.00

Afternoon Sessions are 12.00-15.00, which includes a 30 minute lunch from 12.00-12.30.

All day sessions are 9.00-15.00.

## **5. Applying for a Place**

In order to apply for a place at Spring Meadow Nursery/Preschool, parents must complete admission forms which can be obtained from the school office. Once this form has been completed and returned with the child's birth certificate, a copy of which will be taken, the child will then be added to the admission list. We take children the term after their 2<sup>nd</sup> birthday. Prior to starting, parents are required to sign a contract. Due to the qualification levels of our staff and to ensure we are compliant with statutory ratios, we will try our best to offer your requested sessions.

Funded places may be withdrawn if a child does not attend regularly unless there are special circumstances, and these are agreed with the Headteacher.

## **6. Waiting List**

The names of children to whom we cannot offer places at the initial allocation stage will automatically be placed on our waiting list. There is a waiting list for each available session and offers will be made based on first come first served for each session. Parents must ensure that any change of address is notified to the school in writing

A child may be refused admission only if the Nursery/Preschool is full to the admissions limit or if the child is not of the appropriate age. There is no right of appeal against the refusal to award a place in Nursery/Preschool, since there are statutory criteria governing adult: pupil ratios that cannot be over-ridden. Places will only be allocated where it is safe and within the legal ratios.

## **7. Forms to be Completed By Parents**

Prior to a child attending our Nursery/Preschool, parents must complete and sign a contract and admission form. These forms provide the Nursery/Preschool 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. You can find these on our website, or we can email you the forms to complete electronically.

## **8. Settling In**

Once a place has been offered, you will receive an email confirming your child's placement, confirmed sessions, stay and play sessions and start date. We offer a parent stay and play first; this is to give parents the opportunity to talk through any specific needs their child may have, meet the staff members and see the setting. Subsequent settling in sessions will be organised to meet the specific needs of the child if the nursery staff feel it would be beneficial. This process can take up to 2 weeks (sometimes longer), but it is important that child, parent, and nursery are happy before a child attends their full sessions. The settling process is viewed as an essential part of ensuring children have a positive time at nursery and we will be flexible in extending this period and offering families additional support.

## **9. Early Years Education Funding (EYEF)**

### 2 Year Olds:

You may be entitled to free childcare for your 2-year-old. We accept these codes from the term after your child is 2:

*Funded 2's:* These codes are issued due to Education Welfare Benefits; the code will start with EWB and would of likely been issued by the local authority. This will make you eligible for 15 hours of free childcare.

*Working Parent 2 Year Olds:* This code is issued by the HMRC and will start with 501. This will make you eligible for 30 hours of free childcare.

### 3 Year Olds:

If your child is 3 or 4 year olds, you are automatically entitled to 15 hours a week of free childcare the term after they turn three years old, no code is required. For example, if your child's birthday is the 5<sup>th</sup> of July, they will be eligible from the 1<sup>st</sup> September.

If you are working parents, you may be eligible for 30 hours of free childcare. Parents need to provide an eligibility code the term before they are eligible to cover the extra 15 hours. The funding code can be applied for here: <https://www.childcarechoices.gov.uk/>.

We will claim all entitlement funding on your behalf directly from Cambridgeshire County Council. At Spring Meadow.

If you have not yet received your funding code and would like your child to start sooner. You are responsible for payments until you have supplied the school with the code and this has been process with the Early Years Funding team.

Our Nursery is open 38 weeks of the year. The Nursery can offer 30-hours per week funded. Each child's maximum free entitlement for both the 'Universal' and the 'Extended' offer will be the same, 570 hours per year.

### **10. Paid Sessions**

We can offer additional sessions for parents who wish their child to attend more than the 15 hours allocated at a cost of £18.00 per session for 3 and 4 year-olds, or £25.00 per session for 2 year olds. These sessions will need to be organised through the school office and cannot be ad-hoc. Additional sessions will only be offered if there is availability and will be on a first come first served basis.

Lunches are on offer for children who attend an afternoon session at a cost of £2.20.