

Scotswood Village Nursery

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Admissions Policy

Policy adopted by: Scotswood Village Nursery

Effective from: 1 September 2026

Review date: 31 August 2027

Policy owner: Nursery Management

1. Our aims

At Scotswood Village Nursery, we aim to make our provision accessible to children and families from all sections of our local community.

We are committed to providing an admissions process that is **fair, transparent, inclusive and clearly communicated** to parents and carers.

We will not discriminate against a child or family on the grounds of race, ethnicity, nationality, religion or belief, sex, gender, disability, special educational needs, sexual orientation, pregnancy or maternity, or any other protected characteristic covered by the Equality Act 2010.

We will make reasonable adjustments where appropriate to ensure that children with special educational needs and/or disabilities (SEND) are able to access our provision.

Our admissions arrangements will be consistent with the requirements of the **Early Years Foundation Stage (EYFS)** and relevant legislation and guidance.

2. Age range

Scotswood Village Nursery provides care and education for children aged **two to five years**, subject to available places, staffing arrangements and the needs of individual children.

Where appropriate, we will work with parents/carers and other professionals to support children with additional needs and to ensure that suitable arrangements are in place before a child starts.

3. Admissions and waiting list

We will maintain a waiting list where demand for places exceeds the number of places available.

Applications will normally be considered in the order in which they are received. When allocating places, we may also take account of:

- the child's age and eligibility for the funded early education entitlements;
- eligible two-year-old children;

- the availability of the sessions requested;
- whether the child has a sibling already attending the nursery;
- the child's individual circumstances and any identified additional needs;
- the need to maintain appropriate staffing levels and ratios; and
- the date on which the application was received.

These criteria will be applied fairly and consistently.

Being placed on the waiting list does not guarantee that a place will become available by a particular date.

Where we are unable to offer a place, parents/carers will be informed and, where appropriate, offered the opportunity to remain on the waiting list.

4. Funded early education places

Scotswood Village Nursery participates in the government-funded early education entitlements for eligible children.

The entitlements available to families can change in accordance with government policy and local authority funding arrangements. Parents/carers will be provided with information about the funded hours for which their child may be eligible and how these can be accessed at the nursery.

Eligibility for a funded place does not necessarily guarantee a particular day, session or pattern of attendance. Funded hours are subject to the nursery's available sessions and the terms of our funding agreement with the local authority.

Parents/carers should speak to the nursery if they are unsure whether their child may be eligible for funded hours.

We will not charge parents for funded hours that are required to be delivered free of charge under the relevant funding arrangements. Any additional charges or privately paid sessions will be explained clearly to parents/carers before they agree to them.

5. Initial enquiry

The admissions process begins when a parent/carer contacts the nursery by telephone, email or another agreed method to register their interest in a place.

We will provide information about:

- the nursery and its provision;
- available sessions and hours;
- fees and funded places;
- the admissions process;
- settling-in arrangements;

- key person arrangements; and
 - any relevant policies or information that parents/carers may wish to consider before accepting a place.
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6. Visit to the nursery

Families will be invited to visit the nursery where possible.

The visit provides an opportunity for parents/carers to:

- look around the nursery;
- meet members of staff;
- ask questions;
- discuss their child's individual needs;
- learn about our approach to care, learning and development; and
- discuss available sessions and funding.

We will encourage parents/carers to share information about their child, including their interests, routines, communication, development, medical needs, dietary requirements, additional needs and anything else that may help us provide appropriate care.

7. Offering and accepting a place

When a suitable place becomes available, the nursery will discuss the proposed place with the parent/carer.

This will include confirming:

- the child's start date;
- the days and hours of attendance;
- whether the place is funded or privately paid;
- fees and any applicable charges;
- the settling-in arrangements; and
- any information or documentation required before the child starts.

The parent/carer will then confirm whether they wish to accept the place.

8. Registration and information required

Before a child starts nursery, parents/carers will be asked to complete the required registration and admission documentation.

This will include relevant information such as:

- child's full name and date of birth;
- parent/carer contact details;
- emergency contacts;
- details of people authorised to collect the child;
- medical information;
- allergies and dietary requirements;
- health information and medication requirements;
- information relating to SEND or additional needs;
- details of the child's previous early years setting, where applicable;
- funding information and eligibility details, where applicable; and
- any other information required to safeguard and care for the child appropriately.

Parents/carers are responsible for informing the nursery of any changes to their child's circumstances or contact information.

All information will be handled in accordance with the nursery's **Data Protection and Privacy Policy** and relevant data protection legislation.

9. Home visits and pre-start meetings

Where appropriate, the nursery may offer a home visit before a child starts.

A home visit can help staff begin to build a positive relationship with the child and family and gather information that will support the child's transition into nursery.

If a home visit is not possible or is not appropriate, the family may instead be invited to visit the nursery with their child before the start date.

A home visit is not a condition of admission where it is not reasonably possible for the family to participate.

10. Key person

Before or shortly after a child starts nursery, a **key person** will be allocated.

The key person will work closely with the child and family to support the child's wellbeing, development and learning.

Parents/carers will be encouraged to share information with the key person about their child's routines, interests, experiences, development and individual needs.

We recognise that strong relationships between children, parents/carers and practitioners are important in helping children to feel secure and confident.

11. Settling-in arrangements

We recognise that every child is different and that some children may settle quickly while others need more time and reassurance.

Settling-in arrangements will therefore be discussed with parents/carers and agreed according to the individual child's needs.

Staff will work closely with parents/carers throughout the settling-in period and will adapt arrangements where necessary.

Our aim is to ensure that children feel safe, secure, valued and confident within the nursery environment.

12. Communication with parents/carers

During the first few days of a child's attendance, staff will maintain close communication with parents/carers about how their child is settling.

Parents/carers may be contacted by telephone or another agreed method to provide an update.

Where appropriate and in accordance with the nursery's procedures and parental permissions, photographs and observations may be shared through **Class Dojo**.

We encourage parents/carers to speak to their child's key person or another member of staff if they have any concerns about their child's transition or settling-in period.

13. Children with SEND and additional needs

Scotswood Village Nursery is committed to inclusive practice.

We will work with parents/carers to identify and understand a child's individual needs before and during their time at nursery.

Where a child has SEND or additional needs, we may work with parents/carers and relevant professionals, including the local authority, health professionals and other early years providers, where appropriate and with the necessary permissions.

We will consider what reasonable adjustments and additional support may be required to enable the child to participate fully in nursery life.

Where a child's needs require specialist arrangements, we will work with the family and relevant professionals to identify appropriate support.

Our admissions process will not unfairly disadvantage a child because they have SEND or require additional support.

14. Equality and inclusion

We are committed to equality of opportunity and to creating an environment in which every child and family feels welcome and respected.

Admissions decisions will be made fairly and consistently and will not unlawfully discriminate against children or families.

We will consider the individual needs of children and families and make reasonable adjustments where appropriate.

Our **Equality and Diversity Policy** provides further information about our approach to inclusion and equality.

15. Safeguarding

Safeguarding children is central to our admissions and induction process.

Information provided by parents/carers will be used to help us understand and meet the child's individual care, health and safeguarding needs.

Where there are safeguarding concerns, the nursery will follow its **Safeguarding and Child Protection Policy** and relevant statutory guidance.

All staff have a responsibility to safeguard children and promote their welfare.

16. Starting nursery

Once all required information has been received and the place has been confirmed, a start date will be agreed with the parent/carer.

Parents/carers will receive relevant nursery information, including the nursery handbook and information about key policies and procedures.

The child's key person will support the family throughout the transition into nursery.

17. Review of admissions arrangements

The nursery will regularly review its admissions arrangements to ensure that they remain fair, inclusive, transparent and consistent with current legislation, local authority funding arrangements and the EYFS statutory framework.

Parents/carers can speak to the Nursery Manager if they require further information about the admissions process or wish to discuss an individual child's circumstances.

Relevant legislation and guidance

This policy should be read alongside the nursery's other policies and procedures, including:

- **Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers** – current version effective from 1 September 2026.
- **Equality Act 2010.**
- **Children and Families Act 2014.**
- **Special Educational Needs and Disability Regulations 2014.**
- Relevant government guidance concerning funded early education and childcare entitlements.
- Relevant local authority early years funding guidance.

- **Safeguarding and Child Protection Policy.**
- **SEND Policy.**
- **Equality and Diversity Policy.**
- **Data Protection and Privacy Policy.**
- **Complaints Policy.**

The EYFS framework is statutory for early years providers in England and the current framework was updated with effect from 1 September 2026.