

36. Admissions Policy

Policy Statement:

The EYFS requires providers to maintain records and share information on the safe and efficient management of their provision and ensure the needs of all children are met.

Nursery provision should be open to all children and families regardless of gender, sexual orientation, family background, special educational needs, disability, religion or ethnicity. We endeavour to ensure that all sections of the community have access to our nursery through open and fair policies and procedures which are communicated clearly through written records and verbally during the nursery visits.

St Vincent's Nursery is located in the grounds of St Vincent's Catholic Primary School; we care for a maximum of 75 children each day, between the ages of 6 weeks and 5 years. Places at St Vincent's Nursery are allocated in fair and transparent ways through our agreed admissions policy, which all parents / carers can access on our website.

Aims and Objectives:

It is our intention to make our nursery provision as accessible, fair and transparent as possible for children and families from all sections of the local community. We aim to be inclusive and to avoid any accidental discrimination taking place.

In order to accomplish this, we will:

- ensure the existence of the nursery is widely known in all local communities through engaging with the communities in a variety of ways, e.g. advertising, trips into the communities, visitors to the nursery etc.
- organise our waiting list arrangements to be as fair as possible to all requiring a place
- consult with families about the times of the provision to avoid excluding anyone
- monitor the gender and ethnic background of children joining the nursery to ensure that no accidental discrimination is taking place
- where possible provide translated written materials where the language needs of families require this
- where necessary, provide information in Braille or through sign language
- make our Equality, Diversity and Inclusion policy available and accessible to all parents / carers
- describe the nursery and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and carers, including childminders and people from all cultural, ethnic, religious and social groups, with and without disabilities
- be flexible about attendance patterns (in line with our set session times) to accommodate the needs of individual children providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children



Admissions to the Nursery:

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.

All application forms are dated with the date they are received in the nursery. In October, we send out Session Request forms to all parents / carers who have applied for a place at the nursery with a deadline date of when these must be received back. On Session Request forms parents / carers are asked to write down the exact session times and days they wish to request for the next academic year.

New places are allocated on a strictly 'first come, first served' basis, depending on session requests and availability. Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Current children who are already in attendance at St Vincent's Nursery
2. Children of current employees at St Vincent's Nursery, the Sunshine Club or St Vincent's Catholic Primary School
3. Siblings of current children who are already in attendance at St Vincent's Nursery
4. Any other children in date order that their application forms have been received by the nursery, taking into consideration how many full-time and part-time places we are able to offer and ensure that these are carefully matched against the availability

The session requirements for each year group are as follows:

Young Explorers (0-2 years):

- room only accepts applications for a minimum of **3 full days**, all year round. **No term time** only places are on offer in this room.
- applications accepted for start dates between September and January of the given academic year only
- applications for start dates after 15th January of the given academic year will be charged a non-refundable retainer fee of 75% of the monthly fee from the 15th January until the child starts

Early Learners (2-3 years) and Pre-school (3-5 years):

- rooms only accept applications for a minimum of **3 full days**, term time only or all year round.
- applications accepted for September start dates only (with the exception of mid-year applications for immediate start if there is availability)

The Nursery Manager and Nursery Administrator are responsible for allocation of places in the nursery. Offers of nursery places are sent out to all parents / carers in February. In the case that we are unable to offer parents / carers the sessions they require, we always endeavour to offer them an alternative. If no alternative is suitable, parents / carers are welcome to join our waiting list; they will be informed as and when their required sessions become available.

If parents accept the offer, they will be asked to pay an administration fee of £100 by the stipulated deadline, in order to secure their child's place. The administration fee is non-refundable (unless the



child attends funded hours only) and will contribute towards our administrative costs and staffing costs for home visits, settling in sessions and the transitional period in September when the children start.

Upon accepting a place at the nursery, parents / carers are asked to fill in a Nursery Registration Form which contains information such as name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, contact details for parents, doctor's contact details, health visitor contact details, allergies, medical conditions and vaccinations etc. A separate Consent Form is also sent out where parents / carers are required to sign a consent for administration of paracetamol / barrier cream / sun cream, trips out of the nursery, medical treatment, photographs for display / newsletter / Facebook. The nursery holds a New Parents Evening in June which all new parents / carers are invited to; this includes a tour around the nursery and meeting the whole staff team.

If parents decline the offer and ask for the child's place to be deferred, the application will be placed **at the back** of the waiting list, dated with the date on which the offer was deferred.

Waiting Lists:

Unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the academic year. Inclusion in the nursery's waiting list does not mean that a place will eventually become available.

Government Funded Places for Early Education:

At St Vincent's Nursery, all funded sessions are now in line with the flexible arrangement as specified by the Government. The Early Education funding is applied to their sessions in the nursery after we have received an email confirmation from the parents / carers or local authority that this funding has been applied for and verified.

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities. Parents will therefore be charged optional daily '**Extra Mile Fee**' for all additional costs. The fee takes into consideration meals, extra-curricular activities, trips and outings, workshops, teacher on site, private speech therapy if necessary, and many more regular enhancements. Please refer to our '*Going the Extra Mile*' booklet for detailed information.

For more information, please refer to the ***Early years entitlements: local authority funding operational guide 2026 to 2027.***

Please see our Early Years Funding Policy for full details on how we deliver early years funding.