ADMISSIONS POLICY

This policy is applicable to all childrens within the Early Years Foundation Stage (EYFS). This document is available in written format upon request and a copy can also be located on the Nursery's website.

The Nursery will review and operate its admissions procedures in accordance with the applicable statutory requirements and guidance, including:

- DfE Guidance: Children Missing Education (August 2024)
- Keeping Children Safe in Education (KCSIE) (September 2026)
- EYFS Statutory Framework (Sept 2026)

In particular:

- **Safeguarding:** Admissions staff will follow the Nursery's safeguarding and child protection procedures. Any safeguarding concerns arising during registration, visits, assessments, interviews or transition from a previous setting must be referred promptly to the Designated Safeguarding Lead (DSL) and recorded and managed in accordance with the Nursery's procedures.
- **Information sharing and transition:** Relevant safeguarding information will be obtained, shared and transferred securely, where appropriate and lawful, to support the welfare and protection of children joining the Nursery.
- **Early years provision:** Where applicable, admissions and induction arrangements for children in the EYFS will reflect the current statutory requirements, including relevant health and care information, safer eating, safer-sleep arrangements, screen-use guidance, and appropriate parent communication and safeguarding procedures.
- **Staff and volunteer suitability:** The Nursery will maintain appropriate recruitment, criminal-record checking and suitability procedures for staff and volunteers in accordance with the requirements applicable to their roles and the relevant statutory framework.

INTRODUCTION

Walton Nursery is committed to providing a safe, welcoming and nurturing environment where every child is valued as an individual and supported to thrive. Our admissions policy outlines the principles and procedures for admitting children to the Nursery, ensuring that the process is fair, transparent and inclusive.

We aim to work in partnership with parents and carers from the outset, building positive relationships and establishing a strong foundation for each child's learning, development and wellbeing. All admission decisions are made with careful consideration of the child's individual needs, the availability of places and the nursery's ability to provide appropriate care and support.

Walton Nursery is committed to promoting equality of opportunity and ensuring that every child is treated with dignity, fairness and respect, in line with relevant legislation and the Early Years Foundation Stage (EYFS) statutory framework.

ADMISSIONS POLICY

This policy is intended to provide parents and carers with clear information about the admissions process and to ensure that all children and families experience a welcoming and supportive introduction to nursery life.

Deciding on the right Nursery for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit us. We hold a number of Open Mornings each term, which give a general introduction to the Nursery. Details are published on our website and social media. We are also very happy to welcome prospective parents and their children at other times. Prospective parents can contact the Nursery's office arrange a visit to the Nursery.

EQUAL TREATMENT

The Nursery is committed to equal treatment for all, regardless of a child's age, race, ethnicity, religion or beliefs, sexual orientation or social background, special educational needs or disability.

SPECIAL EDUCATIONAL NEEDS & DISABILITIES

The Nursery does not discriminate in any way. We admit children with special educational needs, providing that our pastoral care system can offer the child the support that they require. The Nursery welcomes children with physical disabilities provided that our site can make reasonable adjustments to support the child. We will discuss with parents and their medical advisers, the adjustments that could reasonably be made for your child if they attend the Nursery. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Nursery Manager before proceeding to register the child to identify whether the child's needs can be adequately met within the Nursery's environment.

Parents of children who are disabled or become disabled in the course of their time at the Nursery should meet with the Nursery Matron to discuss 'reasonable adjustments' to the child's classroom environment. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the Nursery to accommodate those proposals.

THE ENTRY PROCEDURE

Entry Procedure for Children from 2 months to 4 years:

Parents of children who enter Walton Nursery are invited to come into the Nursery with their children to meet the staff.

- Parents must also inform the Nursery of any special educational need provision so that the Nursery is able to make decisions on suitable arrangements to support the child.

- Any parent registering their child will be notified of availability, with a start date being confirmed in writing.

ADMISSIONS POLICY

- The Nursery may also seek, from a child's current placement, details of normal working provision and practices for the child.

- Places are allocated where vacancies exist.

Registration: Registration requires the completion and signing of a registration form, submission of a birth certificate and the payment of the registration fee for the Nursery (0 to 4 years). Payment of the registration fee does not guarantee admission to the Nursery, this is at the Nursery Manager's discretion. Nor does any protected characteristic.

EARLY YEARS FUNDING

Walton Nursery is committed to providing high quality early years education and childcare, ensuring equal access to funded places for eligible children. This section outlines the criteria and procedures for admission to our Nursery under the Early Years Funding Scheme.

Each separate age range of funding listed has its own eligibility criteria. Please ensure you visit and read the government's current guidance: *https://www.gov.uk/check-eligible-free-childcare-if-youre-working* for current eligibility guidance.

Funding for 3 and 4 year olds (15 hours) childcare:

If you live in and work in England you may be entitled to 15 or 30 hours funded childcare support from the term after your child turns 3 years old, for a maximum of 38 weeks per annum.

All children aged 3 and 4 may be entitled to 15 or 30 hours funded childcare support per week for 38 weeks per annum, starting from the term after their third birthday.

To be eligible for the 15 hours funding your child must attend the nursery for the minimum hour requirements applicable to the age of your child but at least 5 mornings per week (8:00am to 1:00pm) or 3 full days (8:00am to 6:00pm).

Funding for 3 and 4 year olds (30 hours) childcare:

The Nursery has limited 30 hours placements. 30 hours funded places are available for children attending a minimum of 5 x full days (8.00am-6.00pm) Attendance must be for the full 46 weeks per annum. Full fees will be payable for unfunded weeks and hours provided during the year.

Once these placements are taken, we are unable to guarantee additional 30 funded placements for new children. However, parents/carers may wish to discuss alternative arrangements with the Nursery, such as 15 hours of funded childcare and paying for the remaining 15 hours, again subject to availability and the Nursery's terms and conditions.

We encourage parents/carers to contact the Nursery to discuss their individual requirements and explore the options available to them.

ADMISSIONS POLICY

Eligibility for Funding for 2 year old (15 hours) childcare:

If you live in and work in England you may be entitled to 15 or 30 hours funded childcare support from the term after your child turns 2 years old, for a maximum of 38 weeks per annum.

To be eligible for the 15 hours funding your child must attend the nursery for the minimum hour requirements applicable to the age of your child but at least 5 mornings per week (8:00am to 1:00pm) or 3 full days (8:00am to 6:00pm). Attendance must be for the full 46 weeks per annum.

Eligibility for Funding for 2 year old (30 hours) childcare:

The Nursery has limited 30 hours placements. 30 hours funded places are available for children attending a minimum of 5 x full days (8.00am-6.00pm) Attendance must be for the full 46 weeks per annum. Full fees will be payable for unfunded weeks and hours provided during the year.

Once these placements are taken, we are unable to guarantee additional 30 funded placements for new children. However, parents/carers may wish to discuss alternative arrangements with the Nursery, such as 15 hours of funded childcare and paying for the remaining 15 hours, again subject to availability and the Nursery's terms and conditions.

We encourage parents/carers to contact the Nursery to discuss their individual requirements and explore the options available to them.

Eligibility for Funding for 9 month old (15 hours) childcare:

If you live in and work in England you may be entitled to 15 or 30 hours funded childcare support from the term after your child turns 9 months, for a maximum of 38 weeks per annum.

As with the eligibility for 2 year olds funding above, you may be entitled to 15 or 30 hours funded childcare support from the term after your child turns 9 months old.

Eligibility for Funding for 9 month old (30 hours) childcare:

The Nursery has limited 30 hours placements. 30 hours funded places are available for children attending a minimum of 5 x full days (8.00am-6.00pm) Attendance must be for the full 46 weeks per annum. Full fees will be payable for unfunded weeks and hours provided during the year.

Once these placements are taken, we are unable to guarantee additional 30 funded placements for new children. However, parents/carers may wish to discuss alternative arrangements with the Nursery, such as 15 hours of funded childcare and paying for the remaining 15 hours, again subject to availability and the Nursery's terms and conditions.

We encourage parents/carers to contact the Nursery to discuss their individual requirements and explore the options available to them.

ADMISSIONS POLICY

Session Allocation:

- There are limited funded spaces within the Nursery's setting and these are prioritised to children who are currently attending our Nursery.
- Sessions are allocated based on availability.
- Sessions may be adjusted to meet the needs of the child and the operational capacity of the Nursery setting.

Applying for Funding:

- Parents must apply for an provide us with an eligibility code to qualifiy for the funded hours. For further information and to obtain an eligibility code, please visit the government website : https://www.gov.uk/apply-free-childcare-if-youre-working.
- Applications should be made using the Nursery's Early Years Free Entitlement form.
- Parents must provide proof of the child's date of birth and residency (e.g. birth certificate and utility bill).

Terms for Funding:

- The Nursery limits the number of funded hours that can be applied to our sessions.
- Any Early Years Funding is to contribute to the cost of providing high quality, flexible childcare. It does not cover the additional hours*, snacks and meals, consumables, activities and additional materials, trip and guest visits and other items that make up our enhanced nursery provision.
- Full fees will be payable for unfunded hours and weeks during the year.

*Minimum days/hours apply for specific age groups. Please see above and our Prospectus Supplementary Information for further details.

Withdrawal and Termination of Funded Places:

Funded places may be withdrawn if:

- A child's attendance falls below the minimum funded hours agreed by the Nursery setting.
- The parent fails to supply a valid eligibility code for the extended entitlement.
- There is a breach of the setting's safeguarding policies.

Further assistance on Early Years Funding:

Further assistance and fee illustrations are available from our Bursar's office. Please contact our Bursar, Mrs Dawn Lynch-Lewis, on 01908 6or alternatively email on bursar@waltonnursery.co.uk

ADMISSIONS POLICY

SIBLING POLICY

Most siblings join us at the Nursery. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different environment.

COMPLAINTS

The Nursery hopes that parents do not have any complaints about our admissions process. A copy of the Nursery's complaints policy can be sent to parents on request and a copy can be located on the Nursery's website. It should be noted that the Parent Complaints Policy is only applicable to parents of childrens already admitted into the Nursery.

- *Please refer to the separate document: Parent Complaints Policy.*

ADDING OR REMOVING CHILDREN FROM THE ADMISSIONS REGISTER

The Nursery adheres to Keeping Children Safe in Education (September 2026). KCSIE recognises that children who are absent from education can be a safeguarding concern, especially where a child leaves the Nursery with no known destination.

Deletions from the Admissions Register:

The Nursery will not delete a child from the Admissions Register.

Additions to the Admissions Register:

The Nursery will notify the local authority within 5 days of entry to the Admissions Register for non-standard admissions to the Nursery.

ATTENDANCE AND ABSENCE REQUIREMENTS

The Nursery recognises that regular attendance is important for children's safety, welfare, development and learning, and that unexplained or prolonged absence may be an indicator of safeguarding or welfare concerns.

In accordance with the EYFS statutory framework, the Nursery maintains an attendance policy and follows up unexplained or prolonged absences promptly. Staff monitor attendance and patterns of absence and use professional judgement, taking account of each child's individual circumstances, vulnerabilities and family context.

Where a child is unexpectedly absent, the Nursery will contact parents/carers and, where appropriate, emergency contacts to establish the child's whereabouts. Concerns arising from absence, including where the Nursery is unable to establish the child's whereabouts or where absence forms part of a wider safeguarding concern, will be referred promptly to the Designated Safeguarding Lead (DSL).

ADMISSIONS POLICY

Where necessary, the Nursery will seek advice from or make a referral to children's social care, the police or another appropriate safeguarding agency, including requesting a welfare check where appropriate. Attendance information and safeguarding actions will be accurately recorded and shared appropriately in accordance with safeguarding and information-sharing requirements.

Staff are expected to recognise that absence may be associated with neglect, abuse, exploitation, domestic abuse, family difficulties or other safeguarding risks and must report concerns to the DSL without delay.

The Admissions Policy was reviewed in September 2026 and will be reviewed on or before September 2027.