

		Policy Title		Nursery Admission	
		Date		07.07.2026	
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		Reviewed by		SLT	
		Review cycle		Annually or when significant changes are required	
Version 2.0		Next Review Date		June 2027	
Version History					
1.0	Original Document 10.09.24	2.0	Format Change		

1.0 Policy Statement

This Admissions Policy sets out how children are admitted to Ladycross Infant and Nursery. Ladycross Nursery is committed to providing fair, transparent, and inclusive access to early years provision in line with the EYFS and local authority guidance.

1.1 Aims

Ladycross nursery aims to:

- Ensure a clear and fair admissions process
- Promote equality of opportunity
- Support children and families during transition into nursery
- Meet safeguarding and funding requirements

2.0 Eligibility for Admission

The nursery accepts children aged 3 to 4, subject to availability. Admission does not guarantee continued attendance and is dependent on the completion of all required documentation.

3.0 Application Process

1. Parents register interest by contacting the nursery or completing an application form.
2. Completed application forms are reviewed by the nursery.
3. Children may be placed on a waiting list if no spaces are available.

4.0 Allocation of Places

Places are allocated based on the following criteria:

- Availability of sessions and staffing
- Child's age and eligibility
- Siblings already attending the nursery
- Looked after children (where applicable)
- Date of application

5.0 Offer and Acceptance of Places

When a place becomes available, parents will be contacted. Places are only confirmed once acceptance is received and required paperwork is completed.

6.0 Funding and Fees

Parents may be eligible for funded early education. Funding forms (including FE1) must be completed within the required timescales, and funding through childcare website renewed periodically as per childcare funding rules. Fees payable for additional hours will be shared prior to the start date.

7.0 Settling-In Process

The nursery offers settling-in sessions to support children's emotional wellbeing and transition into nursery. Attendance at settling-in sessions is expected.

7.1 Equality and Inclusion

The nursery is committed to equal access for all children regardless of gender, ethnicity, disability, religion, or family background. Additional support will be discussed with parents where required.

7.2 Safeguarding

The nursery follows safeguarding procedures in line with statutory guidance. Admission may be refused or deferred if safeguarding concerns require further action.

Review of Policy

This policy is reviewed annually or in response to changes in legislation or guidance.