



## **Admissions Policy**

At Little Explorers Day Nursery and Preschool, we care for up to 73 children per day, aged between 6 months and 5 years.

We adhere to the legal space requirements set out in the Early Years Foundation Stage (EYFS) and consider staff-to-child ratios and room availability when allocating places.

**Admissions Criteria** The following admissions criteria are applied in the order of priority:

1. Enquiries on a first come, first served basis
2. Siblings of children already attending
3. Children whose families live locally
4. Looked-after children
5. Children with special educational needs and/or disabilities (SEND), where we can meet their needs
6. Vulnerable children with a Child Protection Plan, Child in Need Plan, or receiving support from the local authority

Children requiring full-time places may be prioritised over part-time applicants, depending on availability and occupancy. We operate a waiting list and allocate spaces based on current availability. Please note: families already attending will be offered any available places before we contact families on the waiting list.

**How to Secure a Place at Little Explorers:**

1. Contact us at 01823 211700 or [littleexplorers@mail.com](mailto:littleexplorers@mail.com) to discuss your childcare needs.
2. Arrange a viewing at a convenient time.
3. During your visit, a member of our management team will welcome you, offer a tour, and answer any questions. We encourage parents to bring their child along so you can see how they interact with staff and feel in our environment.
4. If you wish to proceed, a registration form will be sent via our online system (eyLog). This form helps us assess availability and gather essential information.

Please note: A place is not confirmed until we have received written confirmation of your preferred days, checked availability, and sent confirmation that those days have been secured. Availability may change at any time, and spaces may be filled during this process. Once your child's place is confirmed, we require:

- Payment of the registration fee
- Completed and signed contract and registration forms

- A copy of your child's birth certificate
5. After securing your place, we will send a welcome pack and arrange settling-in sessions with your child's key person.
  6. During the first settling-in session, you and your child will meet their key person, complete 'All About Me' forms, and discuss any questions. If your child feels comfortable, you may leave for a short time. Further details are outlined in our welcome pack.

Before the first session, we will confirm any dietary needs, allergies, or medications so that appropriate care plans are in place to ensure your child's safety.

We are always available to support you and answer any questions.

**Inclusion and Equality** We operate an Inclusion and Equality Policy and ensure all children have access to places and services, regardless of gender, race, disability, religion or belief, or the sexual orientation of parents.

**Required Documentation** Before your child starts nursery, we require:

- Signed contract and registration forms
- Copy of your child's birth certificate

These forms collect essential personal details such as emergency contacts, dietary needs, medical details, and consents.

**Government Funded Early Education** We offer funded nursery education places (subject to availability), allocated on a first come, first served basis. Our termly intake begins the term after a child's second or third birthday, in line with government funding eligibility.

Funded sessions are delivered in accordance with government flexibility guidelines. We will discuss your needs during registration and accommodate them as much as possible, subject to availability and staffing. We reserve the right to set specific funded session times to meet our business needs.

This policy is reviewed annually or when there are changes in legislation or EYFS guidance.

This policy was adopted on	Signed on behalf of the nursery	Reviewed
24/01/2022	groberts	15th May 2025