



Admissions Policy

Statement of Intent

At Little Explorers Day Nursery and Preschool, we aim to provide high quality early education and care in a safe, inclusive, and nurturing environment.

We are committed to ensuring that our admissions process is fair, transparent, and accessible to all families, while maintaining compliance with the Early Years Foundation Stage (EYFS), safeguarding requirements, and the Equality Act 2010.

We care for up to 73 children per day, aged between 6 months and 5 years. All places are subject to availability, staffing ratios, and space requirements in line with EYFS statutory guidance.

Admissions Criteria

Places are allocated fairly using the following criteria, in order of priority:

- Enquiries on a first come, first served basis
- Siblings of children already attending the nursery
- Children whose families live locally
- Looked-after children
- Children with Special Educational Needs and/or Disabilities (SEND) where we can appropriately meet their needs
- Vulnerable children, including those with a Child Protection Plan, Child in Need Plan, or receiving local authority support

Places are allocated based on availability, staffing ratios, and the operational needs of the setting.

Where demand exceeds availability, priority may be given in line with the above criteria. Families already attending the nursery may be offered additional sessions before spaces are released to enquiries.

Inclusion and Equality

Little Explorers is fully committed to inclusive practice. We comply with the Equality Act 2010 and do not discriminate against any child or family based on protected characteristics, including gender, race, disability, religion or belief, or sexual orientation.

We welcome children with SEND and EAL (English as an Additional Language) and will work in partnership with parents, carers, and external professionals to assess and meet individual needs. Where appropriate, we will carry out a review to ensure the necessary staffing, resources, and support are in place to provide safe and effective care.

English as an Additional Language (EAL)

At Little Explorers Day Nursery and Preschool, we value and celebrate the diverse languages and cultures of all children and families.

We recognise that a child's home language is a vital part of their identity and development. Children are encouraged to continue using their home language alongside developing their English skills.

We support children with EAL by:

- Working closely with parents and carers to understand key words, phrases, and cultural needs
- Using visual aids, gestures, and non-verbal communication to support understanding
- Providing a language-rich environment with songs, stories, and play-based learning opportunities
- Ensuring staff model clear, simple language and repeat key vocabulary
- Using translation tools or support where needed to aid communication with families

We do not require children to speak or understand English before starting at the nursery.

Where additional support is needed, we will work in partnership with parents and external professionals to ensure children make good progress in their communication and language development.

Safeguarding Considerations

Safeguarding is central to all admissions decisions.

We reserve the right to refuse or withdraw a place if:

- We believe a child's needs cannot be safely met within our setting
- Admission would compromise the safety, wellbeing, or learning of other children or staff
- Required documentation or information is not provided

All safeguarding concerns will be managed in line with our Safeguarding and Child Protection Policy.

How to Secure a Place

1. **Initial Enquiry**
Contact us via phone (01823 211700) or email (littleexplorers@mail.com) to discuss your childcare needs.
2. **Viewing the Nursery**
Families will be invited to visit the setting. A member of the team will provide a tour and answer any questions. We encourage parents to bring their child to support a positive introduction.
3. **Registration Process**
If you wish to proceed, a registration form will be sent via our online system (Ovivo). This allows us to gather essential information and assess availability.
4. **Offer of Place**
A place is only confirmed once:
 - Availability has been checked
 - Written confirmation of agreed sessions has been provided by the nursery
5. Please note: availability may change at any time until confirmation is issued.
6. **Securing a Place**
To secure your child's place, we require:
 - Payment of the registration fee (non-refundable)
 - Completed and signed contract and registration forms
 - A copy of your child's birth certificate
7. Incomplete forms or missing documentation may delay the allocation of a place.
8. We understand that plans can sometimes change, and we will always try to be flexible where we can. If you wish to delay your child's start date, we can offer a postponement of up to four weeks. Beyond this, we are unable to hold the place due to staffing, ratio requirements, and ensuring the setting continues to run effectively.

Settling-In Sessions

We offer settling in sessions to support a smooth and positive transition into nursery life.

These sessions are tailored to each child's individual needs and may be adjusted to support their emotional wellbeing. During the first session:

- You and your child will meet their key person
- 'All About Me' information will be completed
- Care routines and individual needs will be discussed

Where appropriate, parents may leave their child for short periods as they become familiar with the environment.

Health, Medical and Dietary Information

Before a child starts, we must receive full details of:

- Medical needs
- Allergies
- Dietary requirements
- Medications

Appropriate care plans and risk assessments will be put in place to ensure each child's safety and wellbeing.

Required Documentation

Before your child starts nursery, we require:

- Signed contract and registration forms
- A copy of your child's birth certificate
- Emergency contact details
- Medical, dietary and consent information

All information is handled in accordance with UK GDPR and our Privacy Notice.

Attendance and Changes to Sessions

Children are expected to attend the sessions agreed within their contract.

Any requested changes must be discussed with management and are subject to availability, staffing ratios, and operational requirements.

Government Funded Early Education

We offer funded early education places (subject to availability), in line with government eligibility criteria.

As we operate all year round, funded hours are stretched across the year:

- 30 hours funding = 22 hours per week

- 15 hours funding = 11 hours per week

Funded sessions are offered in line with our operational requirements and availability. We will always aim to accommodate family needs where possible.

Appeals and Complaints

If a parent/carer wishes to query or appeal an admissions decision, they may do so in writing to the nursery manager.

All concerns will be managed in line with our Complaints Policy.

Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- SEND (Special Educational Needs and/or Disabilities) Policy
- EAL Policy (English as Additional Language)
- Equality and Inclusion Policy
- Fees Policy
- Privacy Notice

Policy Review

This policy is reviewed annually, or sooner if there are changes to legislation, EYFS guidance, or operational practice.

This policy was adopted on	Reviewed
<i>24/01/2022</i>	<i>4th May 2026</i>