



## Admissions Policy

At Grow Learn Play Project CIC care for children between the ages of 0 and 11.

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.

The nursery uses the following admission criteria, which is applied in the following order of priority:

1. Looked after children.
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery. (Subject to the availability of specialised staff)
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support.
4. Children whose parents live within the area.

We operate a waiting list and places are offered on a “best fit” availability basis.

We operate an Inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

### **Providers eligible to provide government funded places for early education.**

All settings registered to accept government funding (detailed in the Nursery operational plan) must offer the funded places for two/three- to five-year-olds for early learning sessions specified by the local authority. At Grow Learn Play Project CIC we currently provide government funded places for children; purely subject to availability. There is no limited number of places beyond nursery capacity and/or availability. All places will be allocated on a first come, first served basis, and can be booked in advance.

From September 2024 the same policy will apply to children in receipt of nine month old funding.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

| <b>This policy was adopted on</b>  | <b>Signed on behalf of the nursery</b> | <b>Date for review</b> |
|------------------------------------|----------------------------------------|------------------------|
| <i>13<sup>th</sup> August 2026</i> | The Directors                          | <i>August 2027</i>     |