



## Admissions Policy

At Walmer Bridge Day Nursery, we are registered with OFSTED to care for a maximum of 69 children at any one time, between the ages of 0-11 years.

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) Statutory Framework\*. When considering admissions, we are mindful of our nursery capacity, legal staff: child ratios and the facilities available at our nursery. At any one time, we are able to accommodate for a maximum of; 12 babies (0-2 years), 15 toddlers (2-3 years), 24 pre-school children (3-4 years) and 18 primary school children (5-11 years).

Although we do not have any specific admissions criteria, when considering admissions, we may need to give priority to the following children (no particular order);

- Children who have siblings who are already enrolled with us
- Children who live within the local area
- Looked after children (CLA)
- A child known by the local authority to have special educational needs and/or a disability (SEND)
- A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support

A child requiring a full-time place may have preference over one requiring a part-time place. Spaces are allocated based upon occupancy and room availability. We operate a waiting list and places are offered on an availability basis.

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

We require a deposit of £50.00 to reserve/secure a nursery space for your child.


Prior to a child starting with us at Walmer Bridge Day Nursery, parent(s) must complete and sign an enrolment form and agree to our nursery terms and conditions. The enrolment form provides us with important personal details relating to the child and their family. This information includes; the child's full name, date of birth, address, parental contact details, parental consents, emergency contact details, dietary requirements/allergies, sessions, medical contact details i.e. GP/health visitor/dentist, vaccinations etc.

Once a start date has been agreed, we will schedule a series of 'settling in visits' (usually three separate 1-hour visits). These visits usually take place 1-2 weeks before the child's start date. The purpose of these visits is for the child to familiarise themselves with the nursery setting and members of staff. During these visits, the child's allocated key person will begin to build a partnership with the child's parent(s), by sharing and discussing the child's needs. During these visits, the parent(s) will be asked to complete a 'All About Me' document and a 'Parent Bassline' – these documents will provide vital information to the key person, and enable them to establish a starting point for the child's learning journey.

Walmer Bridge Day Nursery is registered with the Local Authority, Lancashire County Council, to accept government funding. We offer funded places for children aged 9 months and above, subject to availability. These places are allocated on a first come, first served basis.

All funded sessions are offered in line with Lancashire County Council's funding terms and conditions, which can be provided to parents, upon request. When you register your child for a funded place, we will discuss your needs and, complete and sign a funding parental agreement. This agreement will outline the early education funded hours to be claimed, including the agreed session times, and any additional charges that may apply for meals and/or consumables. The government funding is not intended to cover the cost of meals/consumables - parents should expect to pay for these. However, any additional charges cannot be a condition of accessing the funded hours/place. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

\*[EYFS statutory framework for group and school-based providers](#)

This policy was adopted on	Signed on behalf of the nursery	Date for review
17 <sup>th</sup> March 2025		March 2026