



Admissions Policy

At Brentwood Day Nursery we care children between the ages of two years and up to their eight birthday.

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.

Children must attend for a minimum of 2 sessions across 2 days per week. We feel this helps with the consistency including education and access to the weekly activities, which forms part of our educational curriculum. Any changes to sessions must be done at least 1 month prior and this must be discussed and agreed with the manager.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. We operate a waiting list and places are offered on an availability basis.

The nursery accepts 2 year working and disadvantage funding and 30 hour extended working family entitlement funding. Due to limited spaces for this, we have to limit spaces on a first come first served basis. It is essential that you enquire about this funding as soon as possible to avoid any disappointment. We accept 15 hour universal funding for all children the term after their 3rd birthday.

If spaces are full, we will operate a split funded, non funded where a minimum amount of hours have to be accessed in order to receive to the funded hours (FEEE).

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 must offer the funded places for two/three- to five-year-olds for early learning sessions specified by the local authority.

These places will be allocated on a first come, first served basis, and can be booked a term in advance. Please note for the admissions of the government funded nursery education places we have a termly intake, beginning the term following your child's second/third birthday.

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. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>29.04.24</i>	RL Austin	<i>30.04.25</i>