

## Crescent Nurseries 01 – ADMISSIONS POLICY

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1.0	Dec25 Amended policy "ADMISSIONS POLICY"	Hannah MacGuire

### **Persons responsible**

- Director – Faheem Chishti
- Fozia Shah – Senior Nursery Manager

### **Statement of Intent**

At Crescent Nurseries, we are committed to ensuring the safety, well-being, and consistent development of every child. Regular attendance is essential for children to benefit from the experiences we offer. We believe that a strong partnership with parents/carers encourages children to reach their full potential. This policy outlines the terms and conditions which apply to all children who attend our nursery.

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.

Crescent Nursery welcomes every child without discrimination of gender, race, disability, or religion. However, the following criteria will apply if we receive more applications than the number of places available.

### **Criteria for Admission**

Children can start Nursery the term after their second/third birthday. Allocation is prioritised as follows:

1. Looked after and previously looked after children:
  - 1.1. Children who are registered as being in the care of a local authority.
  - 1.2. Children who have previously been in the care of a local authority.
2. Exceptional social/medical need:
  - 2.1. Supporting evidence is required from relevant professionals, such as a doctor, paediatrician, consultant, therapist (such as speech and language, occupational therapist, physiotherapist), educational psychologist, social worker, health visitor, housing officer, the police or family centre practitioner<sup>1</sup>
3. Children who will have a sibling attending our nurseries at the time of admission.
4. Children who will turn 4 years old between 1 September to 31 August in the current academic year (this is to give priority to older children who will be due to transfer to Reception in autumn of the following academic year and hence only have one year or less left to attend nursery).
5. Any other children.

### **Children with Special Educational Needs/Disability (SEND)**

Our Nursery is fully inclusive, and our policies promote equality of opportunity for all children. The Nursery will offer a place to Children with SEND if their needs can be successfully met and if supporting agencies feel that this is an appropriate placement for the child.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with a family. Places will be given at the discretion of the manager.

### **Free Childcare**

Children are entitled to 15 hours of free education and wrap-around care the term after their 2nd / 3rd birthday.

From September 2025, 15 hours for eligible working families will expand to 30 hours, meaning eligible working parents can now apply for 30 hours of childcare from the term after their child turns 9 months, until they start school.

Additional hours may be purchased, subject to availability, at the current rate of £5.00 per hour.

### **Procedures for Admission**

1. Before starting at the Nursery, all parents will be offered a short visit to the Nursery. They will complete an admissions form.
2. Birth dates will be checked against the Birth Certificate, and the NHS number will be recorded.
3. Parents will be expected to stay in the Nursery to support their child for an appropriate length of time until the child is settled, but always for the first session as a minimum.
4. Transfer from part-time to full-time will be undertaken within a time appropriate to the child's needs.
5. The parent must register their child for a school reception place to undertake statutory education. The Local Authority will notify parents and the Nursery when these applications need to be made.

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<sup>1</sup> Medical or social needs. This evidence must confirm the circumstances of the case and must set out why the child should attend the Nursery and why no other school could meet their needs. Providing evidence does not guarantee that a child will be given priority, and in each case, a decision will be made on the merits of the case based on the evidence submitted.