

Admissions Policy

Our Vision

To give every child the best start in life.

Our Mission

Deliver high quality childcare and exciting opportunities for learning that give every child a head start as they prepare for school.

Our Values

Care	We take care very seriously.
Quality	We maintain the highest standards in care and safety and provide exceptional early years education.
Service	We provide exceptional service and are integral to supporting parents bringing up children.
Value	Our people are valued, and we provide outstanding value for our families.



Table of Contents

1.	Purpose and Scope.....	2
2.	Compliance with laws and policies - Supporting information.....	2
3.	Our responsibility under this policy	2
4.	Meeting our commitment to this policy	2

1. Purpose and Scope

Our role in providing outstanding care for children alongside their families means that we must gain relevant information prior to confirming a child's admission to our centres. Gathering key information about a child's medical needs, background, and where relevant additional needs, ensures that we do everything possible to meet children's individual needs and to keep them safe, happy and developing.

Our policies use the term parents and carers for those who have parental responsibility, and the use of the plural does not assume that a child will always have two parents. We also recognise that in some circumstances the Local Authority or other individuals as deemed by the courts may have special guardianship of a child.

2. Compliance with laws and policies - Supporting information

We are committed to complying with all laws and regulations applicable to our business. This policy is written in accordance with the appropriate legislation. Further guidance can be found within associated company policies, procedures and training.

3. Our responsibility under this policy

We take time to read and understand the principles and expectations in this policy. If we don't understand what is expected of us, we seek clarification from our line managers.

4. Meeting our commitment to this policy

Gathering important and relevant information about a child and family prior to offering a place is essential to ensuring the child and their family's needs can be met. We follow all of the procedures outlined within the Admissions procedures flow chart document, whilst being respectful of the family and any sensitive issues that may arise.

We gain information about any medical or additional needs a child may have, as well as an overview of their background and any areas of support a family may require. All information must be considered and where necessary reasonable adjustments may need to be made to meet a child's needs, including gaining relevant insurance.

This may involve support from Area Directors, Quality Advisors, Safety Advisors and the SEND Helpdesk,

along with any outside agencies currently involved with the child or family.

As Ofsted registered early years providers we are legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundation Stage Framework published by the Department for Education by the Department for Education.

If we currently cannot accommodate a place for a child due to lack of availability, we place them on a waiting list and update parents regularly with current and upcoming availability, based on the following criteria:

- We consider internal room moves first, based on the individual needs of children
- We give priority to existing families wishing to increase their sessions, or siblings of children who currently attend the centre
- We allocate places based on booking dates and then children's starting dates
- We review the allocation of Funded Entitlement places available termly
- We consider whether priority will need to be given to a child based on extenuating circumstances that are affecting their welfare

In centres where full-day attendance is prioritised due to operational requirements, priority for places will be given to children whose families require full-day provision or higher levels of childcare. This is to ensure consistency of care and to support the sustainable delivery of our early years education model.

We ensure that we receive a fully completed application form from prospective parents, and that all relevant details are gathered and stored securely. Where applicable to our individual centres, we collect a registration fee, and if eligible for Government Funding the parents must sign a copy of the Local Authority Parental Contract clearly stating the hours their child attends.

We recommend that all children attend a number of shorter introductory sessions, to support the smooth transition into the centre. We agree these with the parent in advance of the child's start date. Prior to entry, we obtain a copy of the child's birth certificate, alongside photo ID of the legal parent/guardian. We store these copies securely.



Signed: Chris McCandless - Chief Executive Officer

Chris McCandless

Chief Executive Officer

July 2025