Oak House Nursery Ltd

Admissions Policy

Purpose

Oak House Nursery Ltd is committed to providing high-quality early years education and childcare in an inclusive, welcoming and non-discriminatory environment.

This policy explains how places are allocated, how funded early education entitlements (FEEE) can be accessed, and how decisions are made when demand for places exceeds availability.

Equal Opportunities

Oak House Nursery welcomes children and families from all backgrounds.

We do not discriminate on the grounds of:

- Race, ethnicity or nationality
- Religion or belief
- Gender
- Disability
- Family circumstances
- Sexual orientation
- Marital status
- Age

Reasonable adjustments will be made wherever possible to ensure all children can access our provision.

Availability of Places

Places are offered subject to availability and staffing requirements in line with the Early Years Foundation Stage (EYFS) statutory framework.

The nursery offers:

- Full day places
- Funded early education places

- Stretched funded places
- Combination funded and paid childcare places

Children may access their funded entitlement without being required to purchase additional childcare hours, meals, activities or other services.

Funded Early Education Entitlements (FEEE)

Oak House Nursery offers funded places for eligible children in accordance with:

- 15-hour entitlement
- Working Parent Entitlement
- Eligible two-year-old entitlement
- Expanded childcare entitlements introduced by the Department for Education

Parents are able to access funded-only sessions where places are available.

Access to a funded place is not conditional upon purchasing additional hours, meals, consumables, activities or services.

Any additional charges are voluntary and are fully explained within the nursery's Fees and Charges Information.

Registration

Parents will be asked to complete a registration form before a place can be offered.

Where applicable, registration fees and deposits relate only to paid childcare places.

No registration fee or deposit will be charged where a child attends funded-only sessions.

Allocation of Places

Places will normally be allocated on a first-come, first-served basis according to the date the completed registration enquiry is received.

Where demand exceeds availability, priority may be given in the following order:

1. Children already attending Oak House Nursery wishing to increase sessions.
2. Siblings of children currently attending the nursery.
3. Children with identified additional needs or where nursery attendance forms part of a professional support plan.
4. Children requiring continuity of care from a feeder provider arrangement.

5. Date of application.

The nursery reserves the right to consider individual family circumstances where appropriate.

Waiting List

Where no place is available, families may request to be placed on the nursery waiting list.

Being placed on the waiting list does not guarantee a future place.

Parents will be contacted as soon as a suitable vacancy becomes available.

Waiting lists are maintained in a fair and transparent manner using the allocation criteria outlined above.

Sessions and Attendance Patterns

Oak House Nursery will work with families to agree an attendance pattern that meets the child's needs and the availability of places within the nursery.

Attendance patterns may vary depending on occupancy levels, staffing requirements and the availability of funded sessions.

Where requested attendance patterns cannot be accommodated immediately, alternative options may be offered.

Admissions for Children with Special Educational Needs and Disabilities (SEND)

Oak House Nursery is committed to inclusion and welcomes applications from children with SEND.

Admission will not be refused solely because a child has additional needs or disabilities.

The nursery will work in partnership with families and relevant professionals to ensure appropriate support is in place.

Start Dates and Settling Sessions

Prior to starting, children may be offered settling-in sessions to support a smooth transition into nursery life.

The number and duration of settling sessions will be agreed between the nursery and parents based upon individual needs.

Data Protection

All information provided during the admissions process will be processed in accordance with UK GDPR and Data Protection legislation.

Information will only be used for the purpose of administering nursery places and meeting legal requirements.

Complaints

Any concerns regarding admissions or allocation of places should initially be raised with the Nursery Manager.

If the matter cannot be resolved, the nursery's Complaints Procedure should be followed.

Review

This policy will be reviewed annually or sooner if changes to legislation, DfE statutory guidance or local authority requirements occur.

Policy Review Date: November 2026
Next Review Due: November 2027