



Admissions Policy

At New Beginnings Day Nursery, we care for children between the ages of 3 months and 4 years (up to the 31st of August before they start primary/infant school)

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.

The nursery uses the following admission criteria, which is applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

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.

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.

Opening hours of the setting and hours when funding is available.

- Non funded families-8am-6pm Monday to Friday 50 weeks of the year (closed for Christmas period)
- All families- The nursery is closed for weekends and all bank holidays.
- Funded families- 8am-6pm Monday to Friday 50 weeks of the year – 10 funded hours per day 8am-6pm. * 10 hours per day over 2 days is 20 hours, across 50 weeks of the year would equate to 1000 hours. The maximum number of funded hours on the 30-hour offer equates to 1140.



- When referring to additional hours we mean the additional hours in the session that the early years education entitlement does not cover. You can only claim the residual hours when a child is attending for more than their Funded Entitlement hours. The residual Funded hours can be offset against private hours paid for additional days if the parents want additional days.
- Our nurseries only offer full day sessions with a minimum of 2 days contractual attendance per week. (see funding policy for acceptations for full funded places)

Funding streams offered by New Beginnings.

- 2-year-old Entitlement for families in receipt of government support (FEEE2 15 hours)
- Universal Entitlement for all 3- & 4-year-olds (FEEE3&4 15 hours)
- Eligible Working Parent Entitlement for 3- & 4-year-olds (FEEE3&4 EFE 15 hours)
- Eligible Working Parent Entitlement for 9 months – 2 years old (FEEE1W & FEEE2W 30 hours)

Providers eligible to provide government funded places for early education

All settings registered to accept government funding must offer the funded places for eligible children for early learning sessions specified by the local authority. We currently provide a limited number of governments funded places for children; this is subject to availability. 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 reaching the age of eligibility.

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>1st August 2026</i>	Joanna Wilkinson	<i>1st August 2027</i>