



## **Child Admission Policy**

Loversall Farm Day Nursery is registered to care for 60 children per day between the ages of birth and 5 years, of which no more than 12 may be under two years of age.

The above is in accordance with the legal space requirements from statutory guidance e.g. Early Years Foundation Stage Statutory Framework, and is the overriding policy in respect of admissions.

Other matters considered when deciding which child can be offered a place in the nursery are:

- Availability of places, considering the staff/child ratios, the age of the child and the registration requirements.
- Children who have siblings who are already with us.
- The nursery's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements
- 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
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family.

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. We adhere to the SEND Code of Practice (2015) and ensure the admissions policy is inclusive and helps remove barriers to learning.

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 children aged 9 months – four years old (15 and 30 hours funding)**

All settings registered to accept government funding (detailed in the code of practice) must offer funded places for eligible children aged from 9 months to 4 years old. These places will be allocated on a first-come, first-served basis subject to availability.

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.

### **30 hours funding**

From September 2025, a part of the Childcare Act 2016, the Government increased this free entitlement to 30 hours per week for eligible parents of children aged from the term after they reach 9 months. Parents can check eligibility for the 30 hours funding by accessing:

<https://www.childcarechoices.gov.uk>

<https://www.gov.uk/childcarecalculator>

Loversall Farm Day Nursery offer government funded places on a stretched basis, meaning that the funding allocation is stretched over 51 weeks of the year.

All parents of children eligible for funding will be required to complete the Local Authority parental declaration form, the GDPR funding form (for children eligible for 30 hours funding only) and present the nursery with the child's original birth certificate or passport.

<b>This policy was adopted on</b>	12 February 2018
<b>Signed on behalf of the nursery</b>	
<b>Signed on behalf of nursery owner</b>	
<b>Date of next review</b>	September 2026