

Nursery Admission Policy

1. Policy Statement

At Golden Glitters Nursery, we aim to offer a fair and transparent admissions process that promotes equal access to early education for all children, regardless of background, ability, or needs.

2. Aims

- To provide clear criteria for nursery admissions.
- To ensure that places are allocated fairly and transparently.
- To support the inclusion of children with special educational needs or disabilities (SEND).
- To meet the needs of the local community, working families, and vulnerable children.

3. Admission Criteria

Places will be offered based on the following criteria, in order of priority:

1. **Children with an Education, Health and Care Plan (EHCP)** naming the nursery.
2. **Looked-after children** (in the care of the local authority).
3. **Children with siblings** already attending the nursery.
4. **Children with additional needs** (SEND, EAL, etc.) as identified by professionals.
5. **Children living closest** to the nursery (based on postcode/distance).
6. **Date of application** (where other factors are equal).

4. Age of Admission

- Children are admitted from age, 6 months or 5 years].
- Entry can take place in [September / January / April], depending on availability.
- Settling-in sessions are required and planned in collaboration with parents.

5. Funded and Paid Places

- We offer:
 - **15 and 30 hours** funded places (for eligible 2, 3, and 4-year-olds).

- **Additional paid sessions**, subject to availability.
- Funded places are allocated in line with local authority guidance.

6. Application Process

1. Parents complete a **registration form** (available online or at reception).
2. We confirm availability and arrange a **visit or settling-in session**.
3. Upon offer of a place, parents must complete an **admission pack** (including emergency contacts, health info, consents).
4. A **home visit** may be offered to support transition.

7. Inclusion & Equal Opportunities

We welcome all children, including those with:

- Special educational needs or disabilities (SEND)
- English as an additional language (EAL)
- Cultural or religious differences

We make reasonable adjustments to ensure every child can access our setting fully.

8. Waiting List

If the nursery is full:

- Applicants will be added to a **waiting list**.
- Places are offered according to the above admission criteria as they become available.

9. Review of Policy

This policy is reviewed annually or sooner if required by legislation or changes in local authority guidance.