Admissions Policy

Little Monsters Day Nursery

1. Statement of Intent

Little Monsters Day Nursery is committed to providing equal access to high-quality early years education and care for all children and families within our community.

We aim to ensure that our admissions procedures are open, fair, transparent, and inclusive. We welcome children and families from all backgrounds and actively promote equality, diversity, and inclusion in line with the Early Years Foundation Stage (EYFS) and Equality Act 2010.

Our admissions process is designed to ensure that no child or family is disadvantaged on the basis of gender, disability, special educational needs, family structure, ethnicity, religion, culture, language, or social background.

2. Legal Framework

This policy is informed by:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Equality Act 2010
- Children Act 2004
- Special Educational Needs and Disability (SEND) Code of Practice

3. Principles of Admission

We aim to:

- Provide fair and equal access to all families
- Ensure transparent decision-making
- Promote inclusion and diversity
- Support children with additional needs
- Work in partnership with parents and carer

4. Publicity and Information

To ensure accessibility, we will:

- Publicise our setting widely within the local community
- Provide clear and accurate information about our services
- Offer information in accessible formats and, where appropriate, in different languages
- Provide verbal explanations where required
- Support families who may need additional assistance

5. Application and Waiting List Procedures

- All applications are processed in a fair and consistent manner.
- When places are limited, a waiting list is maintained in date-of-application and/or birth order.
- Priority may be given where appropriate to:
    - Children with siblings already attending
    - Children living close to the setting
    - Children with identified additional needs

Decisions are made in line with safeguarding, welfare, and capacity requirements.

6. Inclusion and Equal Opportunities

We are committed to inclusive practice and will:

- Welcome all parents, carers, and family members, including fathers, grandparents, foster carers, and childminders
- Ensure all children and families are treated with dignity and respect
- Take account of individual needs related to:
    - Special Educational Needs and Disabilities (SEND)
    - Cultural or religious beliefs
    - Language needs
    - Medical conditions
- Make reasonable adjustments to enable children and parents with disabilities to fully participate in nursery life
- Work closely with external professionals where appropriate

Our Equal Opportunities Policy is shared with families and staff and underpins all admissions decisions.

7. Monitoring and Diversity

To promote social inclusion and equality, we:

- Monitor admissions data in line with data protection requirements
- Review demographic information to ensure fair representation
- Use monitoring to improve access and remove barriers
- Ensure no group is disadvantaged

All data is handled confidentially and in accordance with GDPR.

8. Opening Times and Attendance

We work in partnership with families to support attendance by:

- Consulting parents about opening hours and session times
- Offering flexible attendance patterns where possible
- Supporting part-time, full-time, and funded places
- Balancing flexibility with the need for consistency and stability for children

Attendance arrangements must support each child's emotional well-being and development.

9. Partnership with Parents

We believe strong partnerships with parents are essential. We will:

- Provide clear information about admissions and fees
- Offer visits and settling-in sessions
- Encourage open communication
- Respond promptly to queries and concerns
- Provide regular updates

10. Complaints and Appeals

Parents who are unhappy with an admissions decision may:

- Discuss concerns with the Manager
- Follow the nursery's Complaints Policy if required

All complaints are handled fairly, confidentially, and in line with statutory guidance.

11. Policy Review

This policy is reviewed annually or when required due to:

- Legislative changes
- EYFS updates
- Ofsted recommendations
- Changes in nursery practice

All staff are informed of updates.

12. Policy Adoption

This policy was adopted by: **Little Monsters Day Nursery**

Date: _____

Review Date: _____

Signed: _____

Role: Manager / Owner
