

Admissions and Waiting List Policy

Our admissions policy and procedure ensure that we operate as close to full capacity as possible, in line with Ofsted regulations. Admissions are open throughout the year without reference to ability or aptitude and are subject to availability. All places are subject to a minimum of two full days per week, and each place must include attendance on a Monday and/or a Friday. We do not offer "term time only" places or half day sessions.

Application Process

Parents should complete an online enquiry form on our website to express their interest in a place for their child at Springwood Nursery.

Enquiries are placed onto our waiting list and where a place is available parents are invited to attend a Welcome Visit at Nursery.

On acceptance of a place, parents are required to complete a registration form, sign terms and conditions, and pay a registration fee and a refundable deposit. For children taking up government funded only places, without additional hours or charges, the registration fee is waived. The deposit will be refunded in line with local authority guidelines, provided there are no outstanding fees.

Place allocation

We are a fully inclusive setting and offer equal access to places for all children, however, given that we are often over-subscribed, places are allocated from the waiting list based on the following priorities:

- Full-time and more full day places take precedence over fewer day places
- Children who have siblings who are already with us are given priority over those who do not.
- Fully funded places are available and allocated fairly using our place allocation and waiting list procedures
- The Nursery's ability to provide everything needed to ensure the welfare of the child, including appropriate staffing arrangements as required.

Waiting List Criteria

Children remain on the waiting list until a place becomes available. When space is limited fully funded places are allocated in the following priority order:

1. Looked After Children (LAC)
2. Vulnerable children
3. Children with Special Educational Needs and Disabilities (SEND)
4. Siblings of children in the above categories
5. All other children

Funded Early Years Entitlement Offer

Government funding is intended to provide 15 or 30 hours of free, high-quality childcare per week for 38 weeks per year. However, it does not cover costs for food, consumables, extra activities, or additional hours.

- We primarily deliver funded childcare stretched across our 50-week nursery year as our “All-in Flexible” offer
- Additionally, we offer “All-in Just 15” or “All-in Just 30” offers, with the option to opt out of meals, consumables and extra activities, subject to availability and place allocations.
- Where places are accessed just for funding, then we plan these around available spaces and therefore we will allocate your days according to our availability. Whilst you may express a preference, there is no guarantee you will receive the days you choose.
- Additional services such as meals, extra activities, consumables, and additional hours are charged separately, and details can be found in our Schedule of Fees.

Related Documents

- Schedule of Fees
- Provision of Food Policy
- Provision of Consumables and Activities Policy
- Government Funded Early Education Entitlement at Springwood