



LITTLE FIRS DAY NURSERY



4. ADMISSIONS POLICY AND PRACTICE

Little Firs aims to make the group accessible to all families from the local community and our information is displayed on the Dorset Family Information Website where all sections of the community can see it. We welcome children, fathers and mothers, other relatives, other carers and people from ethnic, religious and social groups, with and without disabilities. Our Inclusion policy and procedure is widely available and the gender and ethnic background of children joining the nursery is monitored to ensure that no accidental discrimination is taking place. We regularly consult with parents/carers to ensure that opening times meet the local need and the group stays current with the changing needs of the community.

At Little Firs we care for 77 children between the ages of 0- 5years in nursery and 5-11 years in Kids Club. 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.

Little Firs 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.

If Little Firs have no places available, parents will be given the opportunity to join the waiting list. When a place becomes available within a suitable age group, parents of a child at the top of the waiting list will be contacted and offered a place.

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 registration booklet which is a contract with Little Firs. This provides the nursery with personal details relating to the child to ensure the children's well-being. 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.

All children have taster sessions before they start with us to ensure smooth transition.

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.

CHILDREN IN RECEIPT OF EARLY YEARS FREE ENTITLEMENT. (EYFE)

- Parents of children in receipt of Early Years Free Entitlement (EYFE) are responsible for ensuring that their child attends on a regular basis and in cases of poor attendance parents must understand that EYFE can be withdrawn, and this will result in the child forfeiting their place at Little Firs.
- Little Firs is required by Dorset Council to record all non-attendance of children in receipt of EYFE and the reason for the non-attendance and this will be recorded on a register. These records can be checked by the local authority.
- Parents of eligible EYFE children from 9 months-2 years, 2-3years, and 30-hour funding must provide an eligibility code and reconfirm it every 3 months. Little Firs must check the code eligibility when claiming funding.
- Parent of children receiving EYFE must complete the relevant declaration forms. Parents must provide their National Insurance Number and their date of birth as this is needed to claim the EYFE.
- All children are entitled to receive Free Early Years Education as three-year olds for three terms commencing the term following the child's third birthday. The Secretary of State sets the term dates for this purpose.
- All children are entitled to receive three terms of Free Early Years Education as four-year olds prior to reaching compulsory school age. The Secretary of State sets the term dates for this purpose.
- Little Firs checks eligibility of children that are entitled to Early Years Pupil Premium (EYPP) and parents must give their permission to carry out this check.
- Children who are in receipt of Child Disability Living Allowance (DLA) who receive EYFE are eligible for the Disability Access Fund (DAF) at one early year's provider per financial year and must produce a copy of the child's DLA award letter and this must be kept with their child's records and can be checked by the local authority.
- A maximum of 10 hours may be taken in any one day, in 1/4-hour (0.25) blocks, and a maximum of 15 hours per week or 30 hours if eligible. Hours may only be taken between 6am and 8pm.
- Little Firs sets the times they deliver the Free Early Education Funding (EYFE) but these are subject to availability.
- The additional services Little Firs charges for are breakfast, lunch, and tea; these are not covered by the Free Early Education Funding (EYFE), but parents can choose to opt out of these and bring in their own food.

To secure your child's place parents are required to pay a holding deposit. This deposit is only refunded when the required months' notice is received in writing when the parent decides their child will leave the nursery, or it can be used to pay the last month's fees.

However, the holding deposit will be kept if a parent fails to keep up with payments or if your child leaves within six months.

Little Firs Day Nursery is committed to ensuring privacy and protection of data that we hold. Please see the Data Protection Policy as it explains how we use data and how we will address any concerns or questions raised with us.

Date of Review:	This Policy was adopted on:	Signed on behalf of the Nursery committee:	Date of Next Review:
August 2026.	1st September 2026		August 2027