



Admissions Policy October 2025

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The nursery is widely promoted in places accessible to all sections of the community.
- Information about the nursery is provided, using plain English, in written and spoken form.
- Parents are advised on how to access the nursery's policies and procedures; these are all available on the nursery website.
- Parents are advised on how to access the nursery's terms and conditions which are available on the nursery website.
- The needs and individual circumstances of children joining the setting are monitored from registration form, settles and where possible home visits to ensure that reasonable adjustments are made as required.
- The nursery and its practices are welcoming and make it clear that fathers, mothers, other relations and carers and childminders are all welcome.
- The nursery and its practices operate in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.

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.

The nursery 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 Tiny Toes 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 in need of temporary emergency childcare due to sudden changes in family circumstances.
5. Children who have siblings who are already with us.
6. First come, first served policy.

Where children have different childcare requirements in terms of sessions and days needed, availability will determine whether a place can be offered or not. At times a child requiring a full-time place may be prioritised over one requiring a part-time place; similarly, where a child's childcare need fits into our availability they may be prioritised over one that has childcare needs that we can't easily accommodate. This is dependent upon occupancy, staffing and a range of other unpredictable variables. Where we cannot accommodate a family's request for a place, we operate a waiting list, and places are offered on an availability basis.

Funded Early Education Entitlement

We fully welcome families that qualify for FEEE, we encourage take up with our 'TT guide to Childcare funding' is available on our website to help families get their FEEE. We also share and publicise materials provided by relevant agencies promoting FEEE take up, including application deadlines and updates on the FEEE expansion.

We cooperate with educational agencies such as Ofsted, Dfe and our local authority to ensure we meet the FEEE operational requirements and objectives

If information is received that a child who is starting at the nursery is currently, or has had involvement with social care, the designated person will contact the relevant agencies to seek further clarification.

Registration

Registration is done online through the Eylog app, parents provide information re their child including details of medical history, vaccinations, medical conditions, allergens, dietary requirements.

During the registration process parents are able to indicate permissions or not for a range of items including use of photos, suncream, outings, minibus etc.

As part of safeguarding children, the Nursery will request 2 or more named emergency contacts in addition to parents. If parents are not able to provide these the Nursery will recommend to parents to think of ask a neighbour who at the least could be able to check on child / parent welfare at home if contact by other methods have not been successful.

Children have 2 settling in sessions prior to starting Nursery proper. The first "All about Me" settle is for 30 minutes with parents who meet their child's key person and share information about their child which is recorded on the Eylog App shared with other members of staff working with the child.

The second settle is for 2 hours with no parents to give the child a chance to spend some time in the Nursery without parents before doing a full session.