



Admissions

Date: November 2025

Review: November 2027

Policy intention

This policy ensures we have a fair and consistent process for allocating places based on our principles and ethos. All children and families are valued and must have an opportunity to access high quality early care and education based on equity and impartiality. Families have a right to an admissions procedure that is clear, accessible, and free from discrimination. This policy covers how to enquire for a place, show round procedures, applying for and securing a place and how place allocation, a waiting list, and deposits or other fees apply. We ensure transparency on the use of funding, prioritisation of places and the operation of a waiting list.

Procedure

- Finch Nest Preschool is open for 48 weeks-a year, from 7:30am – 6:00pm, Monday to Friday.
- At **Finch Nest Preschool** we care for **25** children on site between the ages of **1-4**. During school holidays, we will extend our offer to children up to and including the **age of 7**.
- The numbers and ages of children admitted to the preschool comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).
- We take the following matters into account when prioritising and deciding on admissions:
 - Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
 - Children who have siblings who are already with us
 - When the application is received (extra weight is given to those who have been on the waiting list the longest)
 - The preschool's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
 - 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 availability
 - Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.
- We operate an inclusion and equality policy and ensure that all children have access to places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.
- Prior to a child attending Finch Nest Preschool, parents must complete and sign a contract and registration form. These forms provide the preschool with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.
- One calendar month's notice is required for a change of session or notice period to leave. Changes in circumstances (names, addresses, parent/carer information, government-funded hours, medical needs, SEND etc.) need to be communicated to Finch Nest Preschool as soon as possible.

Providers eligible to provide government funded places for early education

- All settings registered to accept government funding (detailed in the code of practice) must offer free places for one to five year olds for early learning sessions specified by the local authority. At **Finch Nest Preschool**, we currently provide free funded places available for children subject to availability. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's second or third birthday. 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 accept all voucher schemes, Tax Free Childcare payments as well as the childcare funded hours.
- Your child can attend Finch Nest Preschool 38 weeks per year (term time only) or 48 weeks per year. We are open 7:30am – 6:00pm, Monday – Friday.
- If you are claiming Free Early Education, these hours can be claimed between 9:00am and 4:00pm, 38 weeks per year and our delivery patterns for this are as follows:- 9:00am – 12:00pm, 9:00am – 1:00pm, 9:00am – 3:00pm and 1:00pm – 4:00pm if doing afternoons only.
- We require your child to attend a minimum of one session, two days per week. We will offer stretched funding for 48 weeks-a-year to those who enrol for 4 full days (7:30am – 6:00pm)
- 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.

Key Worker and Settling In

- Your child's assigned key person will work with you to agree an initial settling in plan over approximately a 1-to-2-week period. This is an opportunity for sharing information about you and your child, to ask questions and gradually familiarise with our routines. Staff will support you and your child through this transition.
- We pride ourselves on a collaborative approach between parents and staff for each child's learning and development.
- Each child has an allocated Key Person. Their Key Person will share information effectively in order to ensure each child's individual needs are met and build upon their learning and development.

Other useful policies:

- [Fees and funding](#)
- [Concerns and complaints](#)
- [Key Person](#)