



## **Admissions Policy**

### **Introduction**

Mehria Wonderland Nursery is committed to providing high-quality early years education and care in a welcoming, inclusive, and safe environment. This Admissions Policy outlines the procedures and criteria for allocating places fairly and transparently.

### **Aim**

To ensure that all applications for nursery places are managed in a clear, consistent, and non-discriminatory manner, in line with statutory guidance from the Department for Education and the Early Education and Childcare Statutory Guidance.

### **Equal Opportunities**

Mehria Wonderland Nursery is an equal opportunities provider. We welcome children and families from all backgrounds and do not discriminate on the basis of:

- Race or ethnicity
- Religion or belief
- Gender
- Disability
- Family circumstances

We will make reasonable adjustments to support children with additional needs wherever possible.

### **Age Range and Places**

The nursery admits children from 2 to 5 subject to availability of places and appropriate staffing ratios.

### **Application Process**

- Parents/carers must complete a registration form to apply for a place
- A registration fee may apply (if applicable)
- Applications can be submitted at any time during the year
- Places are allocated based on availability and admissions criteria

## **Allocation of Places (Oversubscription Criteria)**

Where demand exceeds available places, priority will be given in the following order:

1. Children in receipt of funded early education entitlement
2. Siblings of children already attending the nursery
3. Children living within the local area
4. Date of application (waiting list order)

The nursery reserves the right to consider individual circumstances where appropriate.

## **Funded Places**

We offer funded places in accordance with government guidelines:

- Universal 15 hours for 3–4 year olds
- Extended 30 hours (subject to eligibility)
- Funded places for eligible 2-year-olds

Funded places are offered free at the point of access, and parents are not required to pay any fee as a condition of accessing funded hours.

## **Settling-In Procedure**

All children are offered settling-in sessions to support a smooth transition into nursery life. These sessions will be arranged with parents prior to the child's start date.

## **Waiting List**

- If no places are available, children will be added to a waiting list
- The waiting list is managed according to the admissions criteria
- Parents will be contacted when a suitable place becomes available

## **Inclusion and Special Educational Needs (SEND)**

We are committed to inclusive practice and supporting children with Special Educational Needs and Disabilities (SEND). We work in partnership with parents and relevant professionals to ensure appropriate support is in place.

## **Documentation Required**

Before a child starts, parents must provide:

- Completed registration form

- Proof of date of birth (e.g. birth certificate or passport)
- Funding eligibility code (if applicable)
- Parental Declaration Form

### **Start Date and Attendance**

- Start dates will be agreed in advance with parents
- Regular attendance is encouraged to support children's development and learning

### **Termination of Place**

The nursery reserves the right to withdraw a place in exceptional circumstances, including:

- Non-payment of fees
- Breach of nursery policies
- Where the nursery can no longer meet the child's needs

Parents are required to provide the agreed notice period when leaving the nursery.

### **Policy Review**

This policy will be reviewed regularly to ensure compliance with current legislation and best practice.

### **Signed:**

Mehria Wonderland Nursery

**Date:** \_\_\_\_\_04/09/2025\_\_\_\_\_