



## Admissions

Willows Private Day Nursery is registered for 72 children

Fluffy Bunnies – 6 children  
Cuddly Bears – 8 children  
Playful Otters – 12 children  
Wise Owls – 23 children  
Out of School – 23 children

Willows Private Day Nursery Limited is registered as provider of childcare on non-domestic premises on the Early Years Register and the compulsory part of the childcare Register and the voluntary part of the Childcare Register.

The above statement is taken from the registration document and is the overriding policy in respect of admissions.

Other matters considered in deciding which child can be offered a place in the nursery are:

- Availability of spaces, considering the staff/child ratios, the age of the child and the registration requirements
- under 2s is a ratio of 1 to 3
- 2 to 3.5 is a ratio of 1 to 5
- 3 to 5 is a ratio of 1 to 8
- 5 upwards is a ratio of 1 to 8
- When the application is
- The nursery's ability to provide the facilities for the welfare of the child
  
- 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
  
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family
  
- Children who have siblings who are already with us.

We operate an equal opportunities policy and ensure that children have access to nursery places and services irrespective of gender, race, religion, colour, or creed. Prior to a child-attending nursery, parents/carers must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, dietary requirements, collection arrangements, fees, and sessions, contact details for

parents/carers, doctor's contact details, health visitor contact details, allergies, parental consent, Early Years Funding Parent Agreement, etc.

Our nurseries provide education funding places; we follow the local authorities' guidelines.

We offer education funding places from 9 months old, 2-year-old, 3- and 4-year-olds. Willows Private Day Nursery we currently do provide free funded places available for children subject to availability.

These places will be allocated on a first come first serve basis and can be booked a term in advance.

Please note for admissions for nursery education funded sessions we have a termly intake, beginning the term following your child's third birthday. We also offer the 30 hours for working parents. This is for children 9 months, 2 years 3 and 4 years and it's the term after. We also offer places for children who are aged 2 (the term after) who can claim Terrific Twos.

<b>This policy was adapted on:</b>	<b>Signed on behalf of the nursery:</b>	<b>Date for review</b>
April 2021	Claire Smith	April 2022
June 2022	Vicky Sheard	June 2023
June 2023	Vicky Sheard	June 2024
September 2024	Rachel Strong	September 2025
January 2025	Rebecca Barron	January 2026
October 2025	Vicky Sheard changes to Owls numbers	October 2026
March 2026	Zoe Goodchild	March 2027