



Admissions Policy

At Little Dragon's Day Nursery, we care for up to 61 children per day between the ages of 6 months and 5 years.

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. Children currently attending who wish to increase their sessions
2. Children who have siblings already attending the nursery
3. Children of Little Dragon's employees
4. Looked after children
5. 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
6. A vulnerable child with either a Child Protection or a Child in Need Plan or in receipt of local authority support
7. Children whose parents live within the local area
8. Children whose parents work within the local area
9. All other children

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.

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 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, 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.

Government funded places for early education

All settings registered to accept government funding must offer the funded places for early learning sessions specified by the local authority. At Little Dragon's, we currently provide 1 government funded place (fully funded); this is subject to availability. This place will be allocated on a first come, first served basis and can be booked a term in advance. Please note for the admissions of the government funded nursery education places we have a termly intake, beginning the term following your child's eligibility age. All funded sessions are now in line with the flexible arrangement as specified by the Government. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>August 2024</i>	Kate McLeod	<i>August 2025</i>