



Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

10.2 Admissions

Policy statement

It is our intention to make **Impact Montessori Nursery** accessible to children and families from all sections of the local community.

We aim to ensure that our admissions arrangements are fair, transparent, inclusive and clearly communicated. We welcome applications from all families and will not unlawfully discriminate against a child or family.

We recognise that every child is unique and that children and families may have different needs. We will make reasonable adjustments where appropriate and work in partnership with parents and carers to support children's inclusion and participation.

Our admissions arrangements are operated in accordance with the current **Early Years Foundation Stage (EYFS) statutory framework**, applicable legislation and relevant government and local authority requirements. The current EYFS framework for group and school-based providers came into force on 1 September 2026.

Procedures

Advertising and information

- We ensure that information about the existence and availability of places at our setting is communicated as widely as reasonably practicable and is accessible to families in the local community.
- We provide information about our setting in clear, plain English.
- Where reasonably practicable, we will support families who require information in an alternative format or who need additional assistance to understand our admissions arrangements.
- We will provide information about our admissions arrangements, fees, funded places, opening hours and terms and conditions before a place is accepted.

Applying for a place

- Parents and carers wishing to apply for a place should contact the nursery using the current application or registration process.
- We will provide families with information about available sessions, fees, funding arrangements and any applicable terms and conditions.
- A place is not confirmed until the nursery has formally offered the place and the parent or carer has accepted it in accordance with our admissions procedures.
- Where there are more applications than available places, places will be offered in accordance with our published admissions criteria.

Waiting list

Where demand exceeds the number of available places, we maintain a waiting list.

Our waiting-list arrangements may take account of:

- the child's date of birth and age;
- the availability of an appropriate place and session;
- the child's eligibility for a government-funded early education or childcare entitlement;
- the length of time the application has been on the waiting list;
- whether a sibling currently attends the nursery;
- the availability of the sessions requested;
- the nursery's ability to meet the child's individual needs safely and appropriately; and
- any other published admissions criteria that apply at the time.

We will apply our admissions criteria consistently and fairly.

Being placed on a waiting list does not guarantee that a place will become available.

We will keep waiting-list information under review and will contact families when an appropriate place becomes available.

Individual needs

- We recognise that children may have additional needs, including special educational needs and disabilities.
- We will discuss a child's individual needs with parents and carers before admission wherever possible.
- Where appropriate, we will work with parents, the nursery SENCO, the local authority and relevant professionals to identify the support, adaptations and resources that may be required.
- We will consider reasonable adjustments to enable disabled children to access and participate in nursery life.
- Admission decisions will be based on our ability to provide safe and appropriate care and education within our legal and regulatory responsibilities. We will not refuse a place simply because a child has a disability or additional need.
- Where a child's needs cannot safely or appropriately be met within our existing provision, we will discuss this openly with the family and, where appropriate, seek advice from relevant professionals before making a decision.

Funded places

We offer government-funded early education and childcare places where the nursery is able to do so and where the child and family meet the relevant eligibility requirements.

Government-funded entitlements may include:

- Early Learning for eligible 2-year-olds;
- the universal entitlement for 3- and 4-year-olds;
- funded hours for eligible working parents of children aged 2 to 4 years; and
- other funded provision or support available under current government or local authority arrangements.

The precise eligibility criteria and funding arrangements are determined by current legislation, Department for Education guidance and, where applicable, the local authority's funding arrangements.

For 2026–27, the government-funded early years entitlements include 30 hours for eligible working parents from 9 months to 4 years, 15 hours for eligible 2-year-olds receiving additional support, and the universal 15 hours for all eligible 3- and 4-year-olds, with additional funded hours available to eligible working parents.

Parents and carers will be required to provide the information or eligibility codes necessary to enable us to claim funding where applicable.

Funded hours are subject to our current funding agreement, session availability, attendance arrangements and terms and conditions.

Any additional hours, meals, consumables or other charges will be explained clearly to parents before they accept a funded place and will be applied in accordance with current government and local authority requirements.

Equality, diversity and inclusion

Our admissions arrangements are inclusive and promote equality of opportunity.

We welcome children and families regardless of:

- sex or gender;
- race or ethnicity;
- nationality;
- religion or belief;
- disability;
- family structure;
- socioeconomic background;
- culture;
- language;
- ability; or
- any other characteristic protected by law.

We recognise and value the different backgrounds, cultures, languages, experiences and family structures represented within our community.

We aim to ensure that our admissions processes do not create unnecessary barriers for children or families.

Children and parents with disabilities

We support children and parents with disabilities to participate fully in nursery life.

We will consider reasonable adjustments to our:

- admissions processes;
- communication;
- environment;
- activities; and
- procedures,

where appropriate and reasonably practicable.

We will discuss individual requirements with families so that we can identify suitable arrangements.

Monitoring admissions

We monitor admissions information to help us identify any barriers to access and to ensure that our admissions procedures are fair and inclusive.

Where appropriate, we may monitor information about the children and families applying to and joining the nursery.

Any personal information collected for this purpose will be handled in accordance with our data-protection and privacy arrangements.

We will not use monitoring information in a way that unlawfully discriminates against an individual child or family.

Families and community

Our setting and its practices are welcoming to mothers, fathers, partners, relatives, carers and other adults who have parental responsibility or an appropriate role in the child's life.

We aim to build positive relationships with all families and to communicate respectfully and professionally.

Where a child's circumstances involve different adults with parental responsibility or specific collection/contact arrangements, we will follow our safeguarding, parental responsibility and collection procedures.

Attendance patterns

We aim to provide flexible attendance arrangements where these are compatible with:

- the child's needs;
- available places;
- staffing and legal requirements;
- continuity and stability for children; and
- the effective organisation of the nursery.

We will discuss requested attendance patterns with families before a place is offered.

Changes to agreed attendance patterns are subject to availability and our current terms and conditions.

Emergency admissions

We do not routinely keep places vacant solely for emergency admissions.

However, where a place becomes available and an emergency admission is appropriate, we will consider the circumstances and our ability to provide safe and appropriate care.

Any emergency admission will be managed in accordance with our safeguarding, registration, staffing and other relevant procedures.

Terms and conditions

Parents and carers must comply with the nursery's current **Childcare Terms and Conditions**, including arrangements relating to:

- fees and payments;
- attendance;
- notice periods;

- collection arrangements;
- safeguarding;
- illness and exclusion;
- information provided to the nursery; and
- other requirements necessary for the safe and effective operation of the setting.

Failure to comply with the terms and conditions may result in action being taken in accordance with those terms.

Where appropriate, we will discuss concerns with parents or carers and seek to resolve them before considering withdrawal of a place.

A child's place will not be withdrawn as a discriminatory response to disability or additional needs.

Any decision to end a child's placement will be made fairly, proportionately and in accordance with the nursery's terms and conditions and applicable legal and regulatory requirements.

Review of admissions arrangements

We will review our admissions arrangements regularly to ensure that they remain:

- fair and transparent;
- inclusive;
- accessible;
- consistent with the current EYFS framework;
- consistent with current funding requirements;
- consistent with equality and other applicable legislation; and
- appropriate to the needs of children and families using the nursery.

Parents and carers are welcome to provide feedback about our admissions arrangements.

This policy was adopted by: Impact Montessori Nursery

On:

Date to be reviewed:

Signed on behalf of the provider:

Name of signatory:

Role of signatory:

Effective from:

Next review: