



Admissions Policy

At Mucky Pups Childcare we care for 70 children between the ages of 6 months and 4yrs 11 Months. 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).

We take the following matters into account when prioritising and deciding on admissions: Availability of places, considering the staff: child ratios, the age of the child and any registration requirements

- Children who have siblings already registered
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery'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 room availability.
- Any extenuating circumstances affecting the child's welfare or the welfare of their family.

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.

We can only admit children into nursery who are well enough to be in our care. This is to protect the spread of harmful germs from the other children and our staff. If we are unable to protect the staff from the spread of illnesses, then we may not be able to the room if we cannot meet the legal staff to child ratios. Please see our sickness policy for further details on admission with illnesses.

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. These details are for the use of the nursery only and will never be shared with outside agencies without a parent's permission, or unless we believe a child to be in danger.

Government funded places for children.

All settings registered to accept government funding (detailed in the code of practice) must offer funded places for two and three to five year olds for early learning sessions specified by the local authority. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note that for admissions for the funded nursery education we have a termly intake, beginning the term after your child's second, or third birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government. 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.

Policy adopted on: 22/02/2024 Date for review: 22/02/2025

Signed on behalf of the nursery: E Wilson