Admissions Policy

Current version approved by Manager	**May 2026**
Current version approved by Board	**May 2026**
Review of policy	**As and when required, this policy will be reviewed and updated**

1. Policy Statement

At the Pavilion Day Nursery (the 'Nursery'), we aim to make our setting accessible to children and families from all sections of the local community. We intend to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

2. Capacity

- St Pauls Trading Limited is registered as a provider of childcare on non-domestic premises on the Early Years Register at Pavilion Day Nursery to care for 94 children in the early years age group; not more than 30 may be under 2 years at any one time.
- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate we will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.

3. Admissions

Admissions to the Nursery are allocated in accordance with the date of application and the availability of places within each age group, in line with our commitment to fair and transparent practice.

When allocating places, we also give due consideration to the following:

- Children of staff, including those employed at St Paul's Catholic College
- Siblings of children already attending the setting

In accordance with the Early Years Foundation Stage (EYFS) and our safeguarding responsibilities, we prioritise and support:

- Children who are looked after (including children who were previously looked after).

- Children in need and those subject to child protection plans.
- Children known to Children's Services with an allocated social worker.
- Families requiring additional support.

We are committed to inclusive practice and equality of opportunity, in line with the Equality Act 2010 and the Special Educational Needs and Disability (SEND) Code of Practice. We ensure that:

- No child is excluded or disadvantaged on the grounds of disability or special educational needs.
- Reasonable adjustments are made to enable full participation.
- The setting works in partnership with parents, carers, and external professionals.

Our environment, resources, and teaching approaches are adapted to meet the individual needs of all children. We aim to ensure that children and their families are fully included in all aspects of the setting, supporting their development, well-being, and learning outcomes.

We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.

We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.

4. Funding

We provide funded early education places in line with current government guidance under the Early Years Foundation Stage (EYFS).

Funded childcare for eligible 3- and 4-year-olds is delivered via the **Free Early Education Entitlement** (FEEE). Additionally, funded childcare for eligible children aged 9 months to 4 years is available through the **Working Parents Entitlement** (WPE), which is capped at a maximum of 1,140 hours per year.

We offer "stretched" provision across the full year (51 weeks) rather than term-time only, as follows:

- **Universal Entitlement:** Up to 570 hours per year (approx. 11 hours per week over 51 weeks) for all 3- and 4-year-olds.
- **Extended Entitlement (WPE):** Up to 1,140 hours per year (approx. 22 hours per week over 51 weeks) for eligible children.

Funded places for eligible 2-year-olds are also available through the Early Education Entitlement for 2-Year-Olds, delivered on the same stretched basis.

There is no charge for funded hours. While the funding covers childcare, a voluntary consumables fee is added to cover the cost of meals, nappies, wipes, and additional services. These charges are optional, and parents are able to provide their own consumables if they prefer. Further details are set out in our Terms and Conditions.

5. Sessions and Registration

- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing there is availability to do so.
- Sessions offered are mornings, afternoons and full day sessions:
    - Morning timings: 7.30am - 1.00pm

    - Afternoon timings: 1.00pm - 6.00pm
    - Full day: 7.30am - 6.00pm.
- Payment is still required when a child is off sick or on holiday.
- On admission, a *Registration Form* and *All About Me* will be sent to parents via the Parent App (Famly) for them to complete. Parents will also be sent the Terms and Conditions via the Parent App for them to sign before their child attends the Nursery.
- A registration fee of £200 is payable by parents.