



PETER RABBIT NURSERY – ADMISSIONS POLICY

1. Policy Statement

Peter Rabbit Nursery is committed to providing a welcoming and inclusive environment that supports the learning and development of all children. We operate a fair and transparent admissions process that prioritises the wellbeing of children and ensures we meet statutory staffing ratios.

2. Capacity

We are registered for a maximum of 26 children per day. Admissions are strictly dependent on available spaces and the ability to maintain appropriate staffing ratios.

3. Admissions Procedure

Places are allocated on a **first come, first served** basis. A place is only confirmed once a registration form has been completed and availability has been confirmed by the nursery manager.

4. Manager's Discretion and Staffing Ratios

All admissions are subject to the discretion of the nursery manager, who is responsible for ensuring that staffing levels remain within the statutory ratio requirements set by the Early Years Foundation Stage (EYFS) framework. The manager will review each application in the context of staff availability, the age and needs of the children currently enrolled, and the overall balance of the group.

5. Waiting List and Admissions Criteria

Where the nursery is full and a waiting list is in operation, priority is given in the following order:

1. Children of staff employed at the nursery
2. Children currently attending who wish to increase their number of sessions
3. Siblings of children currently attending the nursery
4. Children who are ready to start nursery in the September intake
5. Any other children wishing to attend Peter Rabbit Nursery

Families on the waiting list will be contacted as soon as a suitable place becomes available.

6. Session Availability

We offer the following session types (subject to availability):

- Morning sessions
- Full-day sessions

Preference will be given to children attending multiple days to support continuity and learning.



7. Funded and Private Places

We offer a combination of funded (15 and 30 hours) and privately paid places. Funded places are subject to eligibility and space availability.

8. Equal Opportunities

We do not discriminate against any child or family based on race, gender, disability, religion, or socioeconomic background. We aim to support all children in accessing high-quality early education.

9. Settling-In

A personalised settling-in plan is offered to all families before the child starts, to ensure a smooth and supportive transition into nursery life.

10. Review of Policy

This policy will be reviewed regularly or if there are significant changes in statutory guidance or operational practice.

Approved by: Laura French

Date January 2024