



Stepping Stones Nursery

Admissions policy

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At **Stepping Stones Day Nursery** we care for **up to 133** children per day between the ages of **0 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.

We are an all year round Nursery which is open between the hours of 7.30am-6pm. We offer the following sessions:

- 7.30-6pm
- 8am-6pm
- 7.30am-3.30pm
- 8am-3.30pm
- 7.30am-1pm
- 8am-1pm
- 1pm-6pm

We also offer the following sessions for fully funded spaces:

3x1pm-6pm (term time only 15 hours funding)

3x8am-6pm (term time only 30 hours funding)

2x10am-3.30pm (all year round stretched 15 hours funding)

4x10am-3.30pm (all year round stretched 30 hours funding)

These spaces are limited and will be given on a first come first serve basis

The nursery will offer places on a first come first serve basis however where spaces required are limited we will use the following admission criteria which will be applied in the following order of priority:

1. Children looked after
2. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
3. 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
4. Children who have siblings who are already with us

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 terms and conditions of nursery as well as registration forms. 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. Families will be signposted to where policies and procedures are held.

Signing up

To secure a place at Nursery we require the following:

- Families must enquire to ensure we have an available space for their child. These can be done by emailing emma.keller@theregisschool.co.uk or calling 01243871044
- No space is secure until a deposit form has been filled out and a deposit paid (this is £100 for a all year round 'paid' space (£75 refunded once the child leaves the setting) or £25 for a fully funded space (refunded once the child starts Nursery)
- A tour of the setting will be provided and must be taken before a family sign their child up to our setting.
- Once a tour has taken place families can fill a deposit form out and pay deposit. This then secure the space for the child.
- Families will receive an email which confirms the space for their child with the sessions required.
- If a space is unavailable, we are able to add families to our waiting list. Should a space become available a member of the team will contact to arrange a tour and begin the signing up process. We can never guarantee a space for a family even when added to our waiting list. The Nursery will continue to use the admissions criteria and children already in setting will also be offered permanent changes first.

Settling Sessions

- Closer to when the child starts the Room Leader will contact the family to arrange settling visits.
- The child must have at minimum of 2 half an hour settling sessions prior to starting nursery. These are usually a week or so before the proposed start date.
- The first session will be with a member of their family. Whilst at Nursery the parent/carer will complete all the relevant paperwork whilst the child explores their room and can begin to get to know staff. Parents/carers can share as much information with Nursery at this session.
- The second visit the children is dropped off and has around half an hour to settle on their own.
- Some children may require more, and this will be decided on an individual basis.
- Some younger children who will be at Nursery for longer days may like to begin on slightly shorter sessions. This will also be agreed on an individual basis and will be charged accordingly.
- Once the child starts nursery the family will receive a welcome pack which will include their first invoice. This is to be paid immediately. All further invoices will be due on the 1st of the month.

As part of the settling process every child will be assigned a keyperson. The keyperson will build a relationship with the child and family during the settling process and will ensure they have regular contact with the family. They will support the child in all areas of development

and have a role to support their child in all areas of their development including completing all relevant paperwork.

During settling sessions families will be encouraged to provide family photos to support settling and if needed staff can send photos home of staff within the room and photos of the room. During a child's settling period families will receive regular updates and are encouraged to call if they are at all concerned.

Transition

At times of the year (mainly September) Children will move to new rooms at Nursery as part of their journey with us. As children get older spaces become available as ratio changes and the amount of children in each room increase. These will be offered using our admissions criteria, and preference will be given to existing families. During transitions we will try to make them as positive as possible and will follow the process set out below:

- Children are moved in groups, generally the rooms move as one and if not friendship groups will be looked at to ensure they feel safe and secure in new environments.
- Families will be invited to view new rooms and to meet new staff and the child's keyperson
- The child's keyperson will complete a moving rooms form to ensure the new keyperson has as much information as possible about the child.
- Children will visit new gardens/rooms for short periods of time a few weeks before a move. This will gradually increase as they get used to their surroundings.
- Children who seem unsettled will have extra support with more visits and keyperson visiting them in an environment they feel secure in.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the nursery operational plan) must offer free places to those eligible for early learning sessions specified by the local authority. At Stepping Stones Day Nursery we currently provide free funded places for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance.

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.

Please see our Early Years Funding Entitlement policy for more details.

This policy was adopted in	Signed on behalf of the nursery	Date for review
April 2026	E Keller	April 2027