Admissions Policy

At **Pomfret Nursery** we care for up to **57** children per day between the ages of **0** and **4.**
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.

The nursery uses the following admission criteria, which is applied in the following order of priority:

1. Looked after children
2. 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
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
4. Children who have siblings who are already with us
5. Children whose parents live within the area (Pontefract South)
6. Children whose parents live in the 5 towns area

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. We operate a waiting list, and places are offered on an availability basis.

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 an enrolment pack on the Blossom App. This information provides 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.

Funded Places:
Funded places are offered to children the term after they are 9 months old subject to the criteria for working parents funding. The funding is up to 30 hours per week (term time only) but we offer the flexibility to stretch this across the whole year.
We accept children who are 2 years old and have an eligible code from the local authority for 15 hours funding, term time only or across the whole year.
We accept universal funding for children the term after their 3rd birthday, 15 hours per week.
We charge a contribution towards meals for children accessing working parents' entitlement and universal funding. This charge is optional, and you may provide a pack lunch instead – following our Nursery pack lunch guidelines.

If parents consistently pick children up early or drop off late when using funded hours, these will then be reviewed and amended where necessary, to ensure that the correct hours are claimed.

This policy was adopted on	Signed on behalf of the nursery	Date for review
02.09.26	*N.Barker*	*02.09.27*