



10.1 Our Admissions Policy

At little Gillies 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 will use the following admission criteria which is applied in the following order of priority:

- Looked after children
- 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
- A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
- Children who have siblings who are already with us
- Children whose parents live within the area.

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 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.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two and three to five year olds for early learning sessions specified by the local authority. We currently provide funded places available for children subject to being used between the hours 9am-3pm. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's second or third birthday.

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.



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This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date June 2023