Brabyns Nursery School

ADMISSIONS POLICY

Last reviewed: September 2026
Next review: September 2027

1. Admissions and Entry Procedure

Brabyns Nursery is a welcoming and inclusive community where every child is valued as an individual. We recognise that children develop at different rates and have different interests, strengths, needs and family circumstances.

The wellbeing, safety and development of every child are central to our admissions process. We aim to make joining Brabyns Nursery a positive experience for children and their families and to support children to settle into the nursery environment at a pace that is appropriate for them.

Our admissions process is designed to ensure that we can provide a safe, suitable and nurturing environment for each child and that we have the information necessary to meet their individual needs.

2. Applying for a Place

Parents or carers wishing to apply for a place should complete the nursery's registration/application process.

Applications will be considered in line with the availability of places, staffing, ratios, the child's age and stage of development, and the nursery's ability to meet the child's individual needs safely and appropriately.

Completing a registration form or joining the waiting list does not guarantee that a place will be offered.

Parents and carers are expected to provide accurate and up-to-date information about their child to enable Brabyns Nursery to plan appropriate care and provision.

3. Waiting List

Where demand exceeds the number of available places, Brabyns Nursery will maintain a waiting list.

Places will normally be offered according to the nursery's agreed admissions arrangements and availability. Where appropriate, consideration may be given to:

- siblings already attending Brabyns Nursery;
- children of existing staff members;
- children who have previously attended Brabyns Nursery;
- the child's age and required sessions;
- the availability of appropriate staffing and spaces.

The nursery reserves the right to consider individual circumstances when making admission decisions.

4. Nursery Visits and Settling In

Parents and carers are encouraged to visit Brabyns Nursery before their child starts. This provides an opportunity to meet staff, see the environment and discuss the child's routines, interests, development and individual needs.

Before starting, children will normally be offered an appropriate settling-in opportunity. The length and format of settling sessions will be discussed with parents and may be adapted according to the child's age, stage of development and individual needs.

We recognise that children respond differently to starting nursery. Our aim is to build secure relationships and help each child feel safe, confident and settled.

5. Information Required Before Admission

Before a child starts at Brabyns Nursery, parents or carers will be asked to provide relevant information, including:

- the child's full name and date of birth;
- parent/carer and emergency contact details;
- information about the child's health and medical needs;
- allergies, dietary requirements and medication;
- information about SEND or additional needs;
- relevant developmental information;
- details of the child's routines, interests and comfort needs;
- information about any safeguarding or welfare concerns that may affect the child's care;
- any relevant legal arrangements or restrictions relating to the child.

Parents and carers should inform the nursery promptly if there are any changes to this information.

Providing accurate information is important so that Brabyns Nursery can plan effectively for the child's safety, wellbeing and development.

6. Equal Opportunities and Inclusion

Brabyns Nursery is committed to providing an inclusive environment where every child and family is treated fairly, with dignity and respect.

We welcome families from all backgrounds and will not discriminate unlawfully on the basis of a protected characteristic.

Our admissions arrangements will be applied fairly and consistently, while recognising that individual children may require different approaches or support to enable them to access nursery life.

We promote equality, inclusion and respect through our everyday practice and curriculum and expect children, families and staff to treat one another with kindness and respect.

7. Special Educational Needs and Disabilities (SEND)

Brabyns Nursery welcomes applications from children with special educational needs and/or disabilities.

Parents and carers are encouraged to share information about their child's needs as early as possible. This enables us to work in partnership with families and, where appropriate, other professionals, to understand the child's strengths, needs and the support they may require.

Before admission, the Nursery Manager or relevant member of the leadership team may meet with parents or carers to discuss:

- the child's individual needs;
- their development and communication;
- medical or health requirements;
- any existing professional involvement;
- reasonable adjustments and adaptations;
- staffing and practical considerations;
- any additional support that may be appropriate.

Brabyns Nursery will consider what reasonable adjustments and support can be put in place to enable children with SEND to access our provision. Decisions will be made on an individual basis, taking into account the child's needs, the available environment, staffing and resources, and the need to maintain the safety and wellbeing of all children.

We will work closely with parents and carers and, where appropriate, relevant professionals to identify and review suitable support.

Our approach is guided by the SEND Code of Practice: 0 to 25 years and the current EYFS statutory framework.

8. Medical Conditions and Allergies

Parents and carers must provide full information about any known medical conditions, allergies, dietary requirements or medication before their child starts nursery.

This information will be used to put appropriate arrangements in place to keep the child safe and support their individual needs.

Where a child has a significant medical need, the nursery may work with parents, health professionals and other relevant agencies to develop appropriate care arrangements.

9. Disclosure of Relevant Information

Parents and carers are expected to share any information that may affect their child's safety, wellbeing or ability to access nursery provision.

This may include information relating to:

- health or medical conditions;
- allergies;
- SEND or developmental needs;
- communication needs;
- emotional wellbeing;
- safeguarding concerns;
- family circumstances that may affect the child's care;
- court orders or other legal arrangements relating to the child.

Information will be handled sensitively and confidentially and shared only where there is a legitimate need to do so, including where safeguarding concerns require information to be shared.

10. Availability of Places

The number of places available at Brabyns Nursery is determined by the age and number of children attending, EYFS staffing requirements, available space and the nursery's ability to provide safe and appropriate care.

We will not admit more children than we can safely and appropriately accommodate within the requirements of the EYFS.

11. Offers and Acceptance

When a place is offered, parents or carers will receive confirmation of the offer and information about the arrangements for accepting the place.

Parents or carers may be required to complete the nursery's admission documentation and provide any relevant information before the child starts.

Details relating to fees, deposits, notice periods, cancellations and changes to sessions are set out in the nursery's Terms and Conditions.

12. Withdrawal of a Place

Brabyns Nursery will work in partnership with families to support children wherever possible.

If significant concerns arise about a child's needs, safety or ability to access the provision, the nursery will seek to work with parents or carers and relevant professionals to identify appropriate support and reasonable adjustments.

In exceptional circumstances, where it is established that the nursery is unable to meet a child's needs safely and appropriately despite reasonable support and adjustments, the nursery may need to consider whether an alternative provision would better meet the child's needs.

Any such decision will be made carefully, following appropriate consultation and in accordance with the nursery's relevant policies and Terms and Conditions.

13. Safeguarding

Safeguarding is central to the admissions process.

Information provided during admission will be considered alongside the nursery's safeguarding procedures. Where information raises a concern about a child's welfare or safety, the nursery will follow its Safeguarding and Child Protection Policy and may seek advice from the Designated Safeguarding Lead (DSL), local safeguarding partners or other relevant agencies.

Admissions decisions will never replace or delay appropriate safeguarding action.

14. Confidentiality and Data Protection

Information collected during the admissions process will be handled in accordance with the nursery's Privacy Notice, Data Protection Policy and applicable data protection legislation.

Personal information will only be shared where there is a legitimate reason to do so, including where information sharing is necessary to safeguard a child.

15. Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- SEND Policy
- Equality and Diversity Policy
- Positive Behaviour Policy
- Privacy Notice
- Data Protection Policy

- Complaints Policy
- Collection and Non-Collection of Children Policy
- Terms and Conditions

16. Relevant Guidance

This policy is informed by:

- Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers, current from September 2026.
- SEND Code of Practice: 0 to 25 years.
- Equality Act 2010, including duties relating to disability and reasonable adjustments where applicable.

Brabyns Nursery is committed to making every child's transition into nursery a positive experience and to working in partnership with families to support children to feel safe, secure, valued and included.