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73. Admissions Policy

At **Sunshine Day Nursery** we care for **85** children between the ages of **6 weeks** and **11 years of age**.

Our opening hours and days are as follows:

Monday – Friday 8.00am – 5.30pm (6.00pm after school club)

We close on all bank holidays and between Christmas and New Year. Occasionally we have a shut down week in August to enable us to decorate and complete necessary repairs and renovations. Parents are informed of this if it is a year when this occurs.

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.

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 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 Nursery operational plan) must offer the funded places for eligible children for early learning sessions specified by the local authority. At **Sunshine Day Nursery** we currently provide government funded places for children; these are subject to availability. These places will be allocated on a first come, first served basis and need to be booked as early as possible. There are no restrictions on when parents can use their funding, apart from securing a place first. Parents are able to use the standard or the stretched model. They can also choose whether to attend throughout the year or only term time.

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. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

This policy was adopted on	Signed on behalf of the nursery	Date for review
04/02/2026		04/02/2027