



Admissions Policy

At The Early Years Academy, we aim to offer a welcoming and inclusive environment for all families. Our admissions process reflects our commitment to fairness, accessibility, and the highest standards of care, while also adhering to the latest requirements under the Statutory Framework for the Early Years Foundation Stage (2025) and the Department for Education's Early Years Entitlements Operational Guidance (2025-2026)

The nursery will use the following admission criteria which is applied in the following order of priority providing that all relevant forms including birth certificates, immunisation documentation and funding forms have been provided and completed and registration fees paid where applicable:

- Children who have siblings who are already with us and children whose parents live within the local 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.
- Families paying fees at the full rate may have preference over those with discounted rates such as employee discount etc.
- Additionally at the manager's discretion priority may be given to 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 Plan or a Child in Need Plan, or in receipt of other local authority support.
- Employees' children will be considered on the same basis.

Where a place cannot be allocated we operate a waiting list and places are offered on an availability basis subject to the above criteria.

We operate an inclusion policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, background, religion, belief, sexual orientation of parents or family circumstances.

Prior to a child attending nursery, parents must complete and sign a registration form, pricing schedule and terms and conditions. Where additional needs are identified at the point of registration, as Pre- Start assessment form must be completed to ensure as a setting we can meet the individual needs of a child and the needs of the existing children in our care. 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. A minimum of two emergency contacts must be provided.

A registration fee is payable upon receipt of a full completed registration form and will also apply for any children being placed on to the Nursery waiting list where additional paid services have been booked. Where children are taking up a government funded only place with no additional services, no registration fee will be charged.

A completed registration form in itself does not guarantee an offer of a place. This is subject to the above criteria and availability. All registrations will be inputted into our electronic system, login details will be sent to the parents and an invoice will be raised for the registration fees to be paid where applicable.

Government-Funded Early Education Places (FEEE)

The Early Years Academy is registered to offer government-funded early education for:

- Children aged 9 months to 5 years
- Both universal (15 hours) and extended entitlement (30 hours), depending on eligibility

Funding Eligibility and Codes

Parents must provide a valid eligibility code or confirmation letter. We are required to verify this before the start of the funded place. The 30 hours code must be in place by the deadline set by HMRC for each term. It remains the parent's responsibility to renew the code before it expires.

If a child loses eligibility, a grace period applies. We will offer a place under the 15-hour universal entitlement after this period if applicable.

When registering for funded hours, we will discuss the session options available. While we aim to accommodate preferences, these may be subject to availability and staffing levels.

The Early Years Academy offers a maximum of 7.45 funded hours per day, with the core funded hours running from 9:00am-4:30pm.

Families are welcome to book additional hours outside of this pattern, which will be chargeable, but there is no requirement to do so if they wish to only access the funded entitlement.

Parents may split their free entitlement between multiple providers though no more than two sites in one day. A list of all providers must be shared with the setting on the early years free entitlement form.

Additional Costs

Government funding covers the core early education entitlement only. Although government guidance states that consumables such as nappies, wipes, creams, and additional activities are not included in the funded entitlement, The Early Years Academy has chosen to include these as part of our standard provision, at no extra cost to families.

We only charge for meals and any additional hours beyond the funded entitlement.

“Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, other

consumables, additional hours or additional activities.”
– *Early Years Entitlements Operational Guidance 2025–2026*

These extras are optional and clearly listed in our Funding Pricing Schedule. Parents may choose to purchase them or opt out.

Please note: If you choose to opt out of additional hours and access a *funded-only* place, you must ensure that all government-funded hours are attended consistently, in line with the agreed session times.

Parents/carers are required to notify us of any absence, including:

- Family holidays
- Illness
- Unexpected absence

Failure to attend funded sessions consistently may result in your place being reviewed. In such cases, The Early Years Academy reserves the right to amend the booking pattern or reallocate the sessions, in order to comply with local authority and Department for Education funding guidelines and legislation.

If you choose to opt out of meal costs, you must adhere to our Lunch Box Policy. Full details of the policy are available on request or during the registration process.

We aim to be transparent in all our charges and will provide a clear breakdown of costs upon registration and on monthly invoices.

If you consider that your funded place has not been provided correctly, or the terms of your contract have not been fully explained, then you are able to make a complaint please refer to the Complaints Policy and Procedure.

This policy was adopted on	Signed on behalf of the nursery	Date reviewed
<i>November 2020</i>		<i>September 2021</i>
<i>September 2021</i>		<i>April 2022</i>
<i>April 2022</i>		<i>April 2023</i>
<i>April 2023</i>		<i>April 2024</i>
<i>April 2024</i>		<i>May 2025</i>
<i>May 2025</i>		<i>Aug 2025</i>
<i>Aug 2025</i>		