



JAMmy Tots Nursery – Admissions Policy

Date: April 2026

Manager: Jenene Morgan

Next Review: April 2027

1. Purpose

The purpose of this policy is to provide a clear, fair, and transparent procedure for admitting children to JAMmy Tots Nursery. This policy ensures that admissions are conducted in line with statutory guidance, Ofsted requirements, and the Early Years Foundation Stage (EYFS 2025), while promoting equity and inclusion for all families.

2. Scope

This policy applies to:

- All prospective families seeking to enrol children aged 3 months to 5 years
- Nursery staff involved in admissions and enrolment
- Management responsible for allocation and registration

3. Policy Statement

JAMmy Tots Nursery is committed to:

- Providing an accessible, inclusive nursery environment
- Ensuring admissions are based on the child's age, availability of places, and family circumstances
- Maintaining compliance with ratios, capacity, and safeguarding requirements
- Supporting families with clear guidance, information, and procedures

4. Admissions Criteria

- Open to children aged **3 months to 5 years**
- Maximum numbers in the nursery must be suitable to EYFS ratios
- Priority may be given to:
 - Siblings of children already enrolled
 - Local residents in Woodford
 - Children with additional support needs (as appropriate)
- All children admitted regardless of gender, race, religion, disability, or social background



5. Application Process

1. Initial Enquiry:

- Parents contact the nursery via phone, email, or in person
- Nursery provides information about availability, fees, and nursery provisions

2. Tour and Pre-Start Meeting:

- Parents invited for a visit to see the nursery environment
- Manager or staff discuss routines, curriculum, and policies
- Opportunity for parents to ask questions and meet staff

3. Registration:

- Parents complete the registration form, including:
 - Child's personal details and emergency contacts
 - Medical information, allergies, dietary requirements
 - Family background and additional needs
- Parents sign the terms and conditions and provide consent for emergency care, photos, and outings

4. Offer of Place:

- Nursery confirms a start date based on availability
- Contract and payment arrangements agreed for full-time or part-time care
- Confirmation sent in writing, including induction arrangements

6. Funding and Fees

- JAMmy Tots Nursery accepts 15 and 30 hours government-funded childcare
- Full-time and part-time options available
- Charges for additional hours or services communicated clearly to parents
- Fees are payable in advance and subject to terms outlined in the contract



7. Settling-In Period

- Gradual introduction recommended, tailored to each child's needs
- Initial sessions shorter, increasing as the child becomes comfortable
- Staff communicate daily with parents about progress, routines, and wellbeing

8. Waiting List and Oversubscription

- If the nursery is full, children are added to a **waiting list** in order of enquiry
- Priority for admission follows the criteria outlined in Section 4
- Parents are informed of estimated availability and offered alternative sessions if possible

9. Inclusion and Equality

- JAMmy Tots Nursery is committed to inclusive admissions
- Children with disabilities, additional needs, or from diverse backgrounds are welcomed
- Reasonable adjustments made to ensure all children can access activities safely and fully

10. Withdrawal and Termination of Place

- Parents must provide one month's notice in writing to withdraw their child
- The nursery reserves the right to terminate a place if:
 - Fees are unpaid and communication fails
 - Child's or staff's safety is at risk
 - Persistent breaches of nursery policies occur

11. Communication with Parents

- Clear, timely communication provided at all stages of the admissions process
- Parents given full information about nursery policies, routines, fees, and expectations
- Staff remain available to answer queries before, during, and after the admission process

12. Monitoring and Review

- Admissions monitored to ensure compliance with capacity, ratios, and inclusion principles
- Policy reviewed annually or when there are changes in legislation, funding, or local demand
- Records of admissions, waiting lists, and start dates maintained securely and confidentially



Conclusion

JAMmy Tots Nursery ensures that all children have equal access to high-quality, safe, and nurturing early years education. Through clear procedures, transparent communication, and inclusive practices, the nursery supports families from enquiry through to enrolment, providing a smooth transition for every child.