



ADMISSIONS POLICY

At Snug Nursery Schools we care for children between the ages of 3 months and 5yrs. The numbers and ages of children admitted to the nursery school comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff:child ratios, the age of the child and any registration requirements.
- Children who have siblings already attending the setting.
- When the application is received (extra weight is given to those who have been on the waiting list the longest).
- The timeframe required for the nursery school to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.
- Full-time and part-time places are given equal consideration. However places are allocated dependent upon work commitments, occupancy and room availability.
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate an inclusion and equality policy and ensure that all children have access to nursery school places and services irrespective of their gender, race, disability, linguistic background, religion or beliefs or the sexual orientation of parents.

Prior to a child attending Snug Nursery Schools, parents must complete and sign a contract and registration form. These forms provide the nursery school with personal details relating to the child. For example, name, date of birth, address, emergency contact details, information about 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. In line with GDPR regulations, all personal information will be stored securely and used only in relation to the care of the child. Please see Privacy policy for further details relating to the protection of data at Snug Nursery Schools.

Government funded places for early education

At Snug Nursery Schools, from September 2024, we provide funded places for children aged from 9 months subject to availability. Working parents funding is dependant on eligibility and provides 15 hours of free childcare for children aged between 9 months and 5 years.

All children aged 3 years or above are entitled to 15 hours of free education which is universal. Children of working parents can still claim the additional 15 hours if eligible totalling 30 hours per week over 38 weeks.

From September 2025 all children aged from 9 months old will be entitled to 30 hours of free education and we will be offering this at Snug Nursery Schools.

Funded places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for funded early education we have a termly intake, beginning the term following a child's second or third birthday (Parents should discuss with the nursery manager to check eligibility). If children join us part way through a term we may not be able to offer funding until the following term depending on the headcount day set by the Government.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When a parent/guardian registers a child for a funded place, we will discuss the child/families needs and, as far as possible with availability and staffing arrangements, accommodate their wishes.

Snug Nursery Schools make extra charges which are invoiced in addition to the free hours and these charges cover facilities that are provided by us but not included in the funding. These extra charges cover food, outings, consumables and extra curricular activities that funding does not cover. They also include the weeks outside of term time that the nurseries are open which are also not covered by funding.

Settling in sessions at Snug Nursery Schools

Prior to a child joining a Snug nursery school we will organise a fixed schedule of settling in sessions. The settling in process is very individual and we are happy to be flexible in the weeks following settling in if needed.

Our settling in sessions are as follows:

Monday: Parent and child meet with their key person to complete relevant forms and pass on information about the child's likes, dislikes, developmental stage. The more information we have, the better we can support a child joining us. In this session, the key person will discuss and arrange settling in sessions for the coming week to ensure we are supporting individual routines.

Tuesday: Half an hour session where the child can explore the new environment. We do ask parents to be on hand if we need them during this first session but they are welcome to pop out for a coffee or stay in reception (where applicable) during the session.

Wednesday: An hour long session where the child can be dropped off with their key person. Again, parents are welcome to go out for a coffee or wait in reception (where applicable). We will keep in touch during this session if we feel the child needs longer or if they need to be collected earlier.

Thursday and Friday: The child will attend for a paid session between 8am and 12pm. Drop off times are not fixed and can be discussed with the key person to make sure that they fit with the child's routine.

The child will then attend for their normal sessions from the following week. We are happy to be flexible with sessions within the first six weeks if needed.