



Admissions Policy

Effective 1st January 2026



Our nursery accepts children from 3 months old until they are ready to go to school (usually the September after their fourth birthday).

The number and ages of children admitted to the nursery strictly adhere to the statutory space requirements outlined in the Early Years Foundation Stage (EYFS). When considering admissions, we carefully evaluate staff-to-child ratios and the availability of appropriate educational space within the nursery.

Priority for places

When allocating nursery places, we consider the following criteria at our discretion. In no particular order, priority is given to a child who:

1. Is enrolling for a greater number of sessions per week over a child enrolling for fewer sessions. Most children attend for at least three days per week, as this continuity of care helps build a strong sense of security, which is vital for their well-being and motivation to learn. For children under the age of two, we offer additional flexibility, recognising that families may prefer to begin with fewer sessions and gradually increase attendance as parents transition back to work. If your child has been offered a place but your circumstances change before their start date and you wish to reduce the number of sessions, please contact the Nursery Manager as soon as possible. Please note that in such cases, we reserve the right to withdraw the offer of a place. The registration fee will not be refundable under this scenario.
2. Is already in attendance looking to increase their sessions
3. Is a sibling of another child attending the nursery
4. Has specific needs and it is the Nursery Managers' opinion that he or she would particularly benefit from the place e.g. a looked after child, a vulnerable child with either a Child Protection or a Child in Need Plan

Priority for funded places

Our nursery participates in the Government's 15-30 hours funding offer. Please see our Early Years Funding Guide, Nursery Fee Sheet and our Terms and Conditions for further details on how we offer funding.

Priority for funded places follows the same criteria as listed above for general admissions. Moreover, to maintain the financial viability of our funded provision, the nursery allocates funded places on days and times that allow for efficient nursery operations, while endeavouring to offer hours at suitable times for working parents.



If a parent chooses not to opt for our integrated offering or for Food, they should speak directly with the Nursery Manager to explore alternative arrangements that work for the parent and the nursery's operations. In such cases, we require 6 weeks' notice prior to the start of term

For children who qualify for Disadvantaged 2-year-olds entitlement or Early Years Pupil Premium, additional consideration will be given to ensure that ability to pay is not a barrier to accessing a funded place.

Term time places

Our nursery is open year-round to meet the need of working families and, accordingly, we primarily cater for children on a year-round basis. The nursery may have a limited number of term time only spaces, however this is at the discretion of the nursery manager. Where a term time only place is offered, priority will be given to children attending a greater number of days during the week. Furthermore, for families opting out of our Consumables and Enhanced Provision, the maximum number of funded hours that can be used per day will be 7 (a School day), stretched over the 51 weeks of the year.

Food Policy

At Ambourne House we believe that mealtimes should be happy, social occasions for children and staff alike. We promote shared, enjoyable positive interactions at these times. We are committed to offering children healthy, nutritious and balanced meals and snacks, which meet individual needs and requirements, following the Department for Education nutrition guidance.

- We do allow children to bring packed lunches into the setting.
- We provide parents with guidelines for nutritious content and signpost to the NHS packed lunch guidance: <https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>
- We share the Food Standards Agency choking hazards guidance to support parents to prepare foods to reduce choking hazards
- We request parents use ice packs
- We do not provide reheating services for children's packed lunches
- Children's lunch boxes are checked prior to giving the contents to the children to ensure any risks from potential allergens or choking hazards are managed.

For Further information please see our **Home Prepared Food Policy**

Inclusion

We operate an inclusion and SEND 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 by making reasonable adjustments.

