

# Kincraig Primary School and Nursery



## Nursery Admission Policy



## **Kinraid Primary School and Nursery** **Admission Policy – Nursery Only**

At Kinraid Primary School and Nursery we care for up to 80 children between the ages of 3 months and 4 years at any one time.

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 will use the following admission criteria, which will be 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 must offer free places under the 30 hours roll out scheme for working parents and the free entitlement of 15 hours to those families eligible. At Kinraid Primary School and Nursery we support and offer places under both government schemes. These places will be allocated on a first-come, first-served basis and can be booked in advance. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's second or third birthday.

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.

Policy last updated in September 2025

The Nursery Admissions Policy will be reviewed and modified on a regular basis at least every two years or when legislation makes this necessary. It is possible to add amendments to this document prior to a review and these will be incorporated into the next issue. To add comments please complete the information on this sheet adding the date and signing where indicated.

Name of person responsible for policy – Miss Lucy Cross and Miss Nicole Caldwell

Policy adopted by the Governing Body –

Signed: \_\_\_\_\_

Date	Proposed Amendment	Signed