



Admissions Policy

Wild at Heart Day Nursery Ltd.

April 2024

Wild at Hearts admission policy has been developed to help parents understand how we offer nursery places and services to both fee-paying families and those families who wish to use their entitlement of the Government's funded hours. 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.

We always recommend that you view the nursery before making your final decision to place your child with us. Following your visit to Wild at Heart Day Nursery, you will be invited to take home an application pack for you to complete if so desired. These forms provide the nursery with personal details relating to the child. For example, emergency contact details and parental consents.

Available Spaces

It may be the case that a space is available for your child straight after you view the nursery. Your child's place will only be secured once the application form, signed terms and conditions is returned and a £75 admin fee is paid. At that point your details are uploaded onto our nursery management software system securing your child's place. When the start date has been agreed, we will arrange three settling in sessions. The cost of these are covered in the £75 admin fee. You will also receive your child's welcome pack on their first settling in session including their Wild at Heart nursery bag and information for staff to get to know your child better.

Waiting List and Future Bookings

The likelihood is that a space will not be available for an immediate start or that you are considering a place for the future. If so, you are automatically put on our waiting list for which there is no cost. We try to stay in touch with people on the waiting list so ask you to email us with any updates (such as date of birth, change of days etc..) and we may email you every now and then asking for an update and whether you still want to be considered for a place.

The waiting list is a first come first serve basis. Everyone is listed in the order in which they brought back their application forms. If people are removed from the list, it moves up quicker but if places are deferred or applicants who didn't get in at their preferred start date still want to remain on the list, it can move very slowly. Most of our Globetrotters are in their designated playroom for 12 months so unless somebody leaves the nursery or we transition a few children up into a new playroom, spaces do not readily become available. As the ages increase, we have bigger playrooms and more daily spaces increasing the chance of children being offered a space.

The nursery will use the following criteria which will be applied in the order of priority:

- ⌘ Availability of places and the setting's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements;
- ⌘ When the application is received (extra weight is given to those who have been on the waiting list the longest);
- ⌘ Siblings of current Wild at Heart children;
- ⌘ A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework;
- ⌘ Children from a new family registering for the first time.

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 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.

Early Years Funding Entitlement Bookings

Our core offer of high-quality education, child development and childcare services is identical regardless of how a parent chooses to access their child's funded hours at Wild at Heart Day Nursery. We accept applications for both 15 hours and 30-hours Government funded places. Please see Wild at Hearts 'Fees and Funding' document for further information. Please note that EYFE funding covers the care of your child and does not include any consumables such as food, nappies and activities, therefore there will be a small additional charge per session for these.

Family

Wild at Heart benefits from a nursery software called Family. This is integral to the day to day information sharing within the nursery, such as occupancy, child development, invoicing, transitions, accident reports and your fee account. If you do not wish your information to be held on Family, we will not be able to register your child at Wild at Heart Day Nursery. Ofsted set specific data requirements on nurseries and this is how we manage ours.

This policy was adopted on	Signed on behalf of the nursery	Date for review
17 th April 2024	Anna Rimmer	April 2025