



Admissions Policy

At the Mulberry Bush we ensure that 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 uses the following admission criteria, which is applied in the following order of priority:


1. We aim to provide childcare solutions for working families and as such they will be given priority if required
2. In the light of the above 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
3. We require a minimum of 2 half days or one full day to be booked in. Flexibility will only be given to reduce this if we do not have availability.
4. Children who have siblings who are already with us

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 (where the nursery receive appropriate funding to provide appropriate care/facilities), 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.

All settings registered to accept government must offer the funded places for two to five year olds for early learning sessions specified by the local authority. At the Mulberry Bush we provide government funded places for all eligible children subject to availability and this admissions. These places will be allocated on a first come, first served basis and can be booked in accordance with our Preschool booking offers.

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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
06/09/23		06/09/24