

ADMISSIONS POLICY

POLICY STATEMENT:

Happy Dayz Nursery is registered for 45 children aged 6 weeks to 7 years in age. The Nursery admits all children regardless of gender, ethnicity, cultural/ social background, or ability.

Where English is not the first language, parents and staff work together to complete a list of familiar words for familiarity and to meet a child's needs (e.g. greetings, feelings and toilet use expressions)

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

When offering a child's place at our nursery the following aspects are taken into consideration:

- A child requiring a full-time place will usually have preference over one requiring a part time place.
- Extra weight is given to those who have been on the waiting list the longest or children who are siblings of those already with us.
- Availability of spaces must take into account the staff/child ratios, the age of the child and the registration requirements.
- There is a limited amount of half day spaces.
- Minimum booking of one full day or two half days required to register your child.
- One month's notice is needed to start your child.
- All parents must read, complete and sign a registration form and a parent contract before their child is registered.

Date Policy reviewed: 15.10.25

By: Natasha Adams and Emma Johns

Date of next review: October 2026