

Admissions Policy



Policy Statement

Early Years Day Nursery Uxbridge is registered to care for up to 99 children between the ages of 3 months and 5 years.

This capacity is set out in our registration certificate and forms the basis for all admissions.

When allocating places, the nursery considers the following:

- Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements
- 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
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family

Early Years Day Nursery Uxbridge is committed to inclusion and equality. We ensure that all children have access to nursery places and services regardless of gender, race, disability, religion or belief, or the sexual orientation of their parents or carers.

Prior to a child starting at the nursery, parents or carers must complete and sign all required documentation, including the registration form, contract, and terms and conditions. These forms collect essential information about the child, including:

- Personal details such as name, date of birth, and address
- Emergency contact details and parental responsibility information
- Dietary requirements, allergies, and medical needs
- Collection arrangements
- Parent or carer contact details including photos
- Doctor and health visitor details
- Consent forms and vaccination information
- Agreed sessions and fees

As a setting registered to deliver government-funded early education, we offer funded places in line with the statutory guidance. This includes eligible children aged from 9 months, 2 years, and 3 to 4 years.

Funded places are allocated in accordance with availability and are offered on a first come, first served basis, in line with local authority guidance.

All funded sessions are delivered in line with the flexible arrangements set out by the Government. When registering for a funded place, we will discuss your requirements and aim to accommodate your preferred pattern of attendance, subject to availability and staffing ratios.