

RAMILLIES HALL NURSERY



ADMISSIONS POLICY

Introduction

Ramillies Hall Nursery is an inclusive environment that welcomes all children and recognises that every child matters. When considering admissions, we take into account our capacity in terms of available space, staffing levels, and required staff-to-child ratios. We believe that the safety and wellbeing of all children is paramount.

Intent

Ramillies Hall Nursery welcomes applications for admission from all sections of society and operates in accordance with the Equality Act (2010) and our Inclusion and Equality Policy. This applies to all children and families. We do not tolerate discrimination on the grounds of:

- Gender identity
- Age
- Religion or belief
- Physical ability or disability (including HIV status)
- Learning ability
- Special educational needs
- Academic or sporting ability
- Race (including colour, nationality, and ethnicity)
- Family circumstances
- Sexual orientation
- Cultural or linguistic background

Policy Statement:

Ramillies Hall Nursery Admissions Procedure:

- Nursery places are generally allocated in order of enquiry and registration. Allocation depends on departmental availability and the age of children currently on the waiting list. Priority is given to children who have siblings already attending the nursery.
- Places are available on either a term-time or all-year-round basis.
 - Both All-year-round and Term-time only attendance requires a minimum of **20 hours per week** (for those in receipt of universal entitlement funding or no funding support) or **30 hours per week** (for those in receipt of working parents funding)
- Parents may register for the first available place while requesting to bring forward their child's start date if an earlier vacancy arises. This is managed on a **first-come, first-served basis**, with priority given to younger siblings of current children.

Stage 1 – Initial Registration

- Following an initial enquiry, parents are invited to attend a nursery tour and discuss their childcare needs with the Manager or a senior member of staff.
- Where there is uncertainty regarding availability, parents may request to place their child on the waiting list.
- If a place is available within the appropriate age group and timeframe, registration can proceed. A place can be reserved once a completed registration form and a **non-refundable registration fee of £100** are received.
- At this stage, the nursery confirms a **space and start month only**. There is no guarantee regarding the number or pattern of attendance days.
- When a waiting list is in operation, a registration fee is not required to join the waiting list. The fee will only be requested when a place is likely to become available and needs to be reserved.
- A confirmation letter will then be issued outlining the child’s place and the next stages of the admissions process.

Stage 2 – Attendance Planning

- **Six months prior** to the agreed start month, parents will be asked to indicate the number of days they wish their child to attend.
- At this stage, preferred days are noted but cannot be guaranteed.

Stage 3 – Securing the Place

- **Three months prior** to the agreed start month, the nursery will confirm available attendance days.
- Parents can secure specific attendance days by paying a **deposit equivalent to four weeks’ fees**.
- This deposit will be refunded once your child has started with us and on receipt of payment of your first invoice.
- Parents will also receive information regarding available funding options, including Universal and Working Parents funding, where applicable.
- Parents must complete this stage within **four weeks**. The place must be secured with the deposit **no later than two months before the agreed start date**.
- Once the booking is secured, the nursery will begin settling-in arrangements and complete all required documentation, including the **Booking Pattern and Fees Agreement**.

Related Policies: Inclusion and Equality; SEND; Settling in; Parent Partnership; Supervision of children

Reviewed / written	February 2026
Signed	
Next review	February 2027

