

YMCA Nursery Admissions Policy

Policy Statement

YMCA Day Nursery is committed to providing a high-quality, inclusive early years experience for all children. We aim to ensure that admissions are fair, transparent, and consistent with our commitment to equality and diversity. The policy outlines the criteria and procedures for admitting children to our nursery, ensuring that every child has equal access to a nurturing and stimulating environment.

At YMCA Day Nursery, we care for **72** children between the ages of **0-5**. 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).

We are dedicated to providing an environment where children can thrive and develop in accordance with our core values. We are here to support families in every step of their journey with us, ensuring a positive experience for both children and parents alike.

Please note: To support children's continuity of care, learning and development, YMCA Day Nursery requires a minimum pattern of two days per week for all enrolments.

Purpose of the Policy

This policy sets out the nursery's approach to admissions, ensuring that places are allocated fairly and that we meet the needs of children and families in our community. The policy complies with relevant legislation, including the Equality Act 2010, and aligns with our nursery's mission to provide a safe, welcoming, and inclusive environment.

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff, child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- The nursery's ability to provide the facilities necessary 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

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION



- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

Nursery Provision

Our nursery provides high-quality early years education for children aged 0-5yrs. We offer a mix of funded and non-funded sessions, including:

- **Government-funded places** (15 or 30 hours per week) for eligible children.
- **Privately paid places** for families requiring additional hours or who do not qualify for government funding.

Funded Places and charging for consumables:

"Government funding is intended to deliver 15 or 30 hours a week of funded, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities. Parents can therefore expect to pay for any meals offered by the provider alongside their free entitlement".

(Early years entitlements: Operational guidance for Local authorities and providers June 2018)

Funded childcare will be discussed with parents as part of the settling-in process and parents will be provided with a breakdown on their monthly invoice of the funded and fee paying hours.

Application Process

Parents/carers can apply for a place at the nursery by completing the registration process via our nursery management system. The admissions process includes the following steps:

1. **Initial enquiry and registration**
2. **Tour of the nursery**
3. **Allocation of a place, subject to availability**
4. **Confirmation of sessions, settling in visits and proposed start date**

Please note: To support children's continuity of care, learning and development, we require a minimum booking pattern of two days per week for all nursery places.

Waiting List

If no places are available, the child will be placed on a waiting list. The waiting list is maintained in accordance with the nursery's admissions criteria and is reviewed regularly. Parents/carers will be contacted as soon as a suitable place becomes available.

Attendance Expectations



To ensure that all children benefit from the early years provision, regular attendance is expected. If a child is absent without notice for more than two weeks the nursery reserves the right to withdraw the place and offer it to another child on the waiting list.

Parents/carers must notify the nursery of any planned absences or changes to attendance patterns.

Equal Opportunities and Inclusion

We welcome applications from all children and families, regardless of their background, ethnicity, religion, gender, or ability. The nursery promotes an inclusive environment that meets the individual needs of each child.

Reasonable adjustments will be made to support children with additional needs, ensuring they have equal access to our nursery provision.

Confidentiality and Data Protection

All information provided during the admissions process will be handled in line with our **Data Protection Policy** and current GDPR legislation. Personal information will be used solely for nursery admissions purposes and will be kept confidential.

Policy Review

This policy will be reviewed annually to ensure it reflects current legislation and best practice.

Policy Approved By

Name: Ian Pearson

Position: Nursery Manager

Signature: 

Version	Date Approved	Approved By	Summary of Changes	Next Review Date
V1.0	January 2025	Ian Pearson	New Policy	January 2026
V1.0 (Reviewed)	September 2025	Ian Pearson	Added two-day minimum booking requirement	January 2026