



Admissions Policy 2025

Purpose

Linskill Nursery endeavours to have an inclusive and fair admissions policy. There are transparent procedures regarding the order of priority for offering places and providing good customer service to Parents/Carers with children on our waiting list. This Admission Policy and Procedure explains how we manage admissions and enrolment of children into our nursery.

Linskill Nursery does not discriminate against any race, gender, disability, religion, or any other protected characteristic.

Places are allocated as below with priority given to those at the top of the list and in descending order:

- Children with diagnosed SEND or who are on the pathway *and* who already attend the nursery if we can continue to meet the needs of the child in terms of resources including human resources.
- Children of Linskill Nursery staff to support the ratios
- New children to the nursery with diagnosed SEND if we can meet the needs of the child in terms of resources including human resources.
- Funded 2-year-olds – non working entitlement
- Children in receipt of EYPP
- Children on Child Protection Plan or a Child In Need Plan who already attend the nursery.
- New children to the nursery with a Child Protection Plan or a Child in Need Plan in place
- Existing families with a sibling (residing at the same address for all or part of the time) already attending the nursery.
- First come first served.

The final decision for allocation of places rests with the nursery management team and will be done in a fair way to provide equality of access.

Points of consideration:

Where children are equally eligible at the same time, allocations may be made based upon the soonest submission of all relevant paperwork required by the nursery and the receipt of any deposit required to secure a place.



A waiting list is kept and allocations are made in line with the afore mentioned descending list of priority. The waiting list will be kept up to date and reviewed monthly by the nursery team. Parents and carers will be advised of availability as it becomes available in advance as far as practicably possible.

Influential factors on how spaces are allocated will include the availability in the room coordinating with the sessions the child requires. For example, if a child requires three days Monday, Tuesday, and Wednesday, but there is only availability for two days Monday and Tuesday, the parent will initially be offered the two days but if they are unable to accommodate fewer sessions, we will go to the next person on the list. This can mean that some children move up the waiting list. **It is therefore important to express at the point of booking the degree of flexibility you have as this will influence what you are offered.**

Ad hoc spaces over and above the main booking pattern operate on a first come first served basis and are dependent upon availability.

Some children aged from 9 months up to aged 3 years are entitled to the 15 hours funded working entitlement the term after their birthday (or turn 9 months). Eligibility criteria applies*. If you are eligible you will receive a code which needs to be submitted to the nursery in advance of attendance.

All children aged 3-4 years get 15 hours free universal early years education – this does not require a code. Nursery will ask to see a birth certificate or a passport by way of assessing eligibility.

Some children aged 3-4 years are eligible for 30 hours extended entitlement. Eligibility criteria applies.*

*An eligibility checker can be found here www.childcarechoices.gov.uk

Before attending the nursery:

- A registration form/Child Profile must be completed via the FAMILY app by a parent/carers for each child who is attending before the time of their first session.
- At least one free settling-in session (*advised three sessions*) must be attended before the child attends – more can be negotiated with the Nursery Manager to meet the child's needs.

Linskill Nursery

The Linskill Centre, Linskill Terrace, North Shields, Tyne and Wear, NE30 2AY

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- An 'All About Me' booklet will be completed with the child's Key Worker during the first settling in session

Revised August 18

Next date to be revised August 19

Next date to be revised August 20

Next date to be revised August 21

Next date to be reviewed September 22

Revised March 23

Next date to be reviewed March 24

Revised February 2025

Next date to be reviewed August 2025