

Admissions Policy

At TreeTots we care for children between the ages of 2 and 5 years.

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). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

The nursery will use the following admission criteria which will be applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery.
3. A vulnerable child with either a Child Protection or a Child in Need Plan.
4. Children who will be attending Trinity Primary School.
5. We operate a waiting list for all other children. Priority will be given to those who have been on the waiting list longest.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and complete an entry record for their child. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc. As all information must be current and up-to-date this information is collected on your first family stay and play session. No child can be left at nursery until this has been completed.

All funded sessions are free at the point of delivery no payment 'top-up's' are added. When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.