



Admissions Policy

At Evergreen Lodge Nursery and Preschool, we are currently registered to care for **65** 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). When considering admissions, we are mindful of staff: child ratios and the facilities available at the nursery.

The nursery will consider the following admission criteria, which, if possible, is 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, or in receipt of other local authority support
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

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. We operate a waiting list and places are offered on an availability basis.

We operate an Inclusion and Equality policy and ensure that all children have access to available 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 a registration form and sign a contract. 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.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the Nursery operational plan) must offer the funded places for eligible children aged between 9 months to five years old for early learning sessions specified by the local authority. At Evergreen Lodge Nursery and Preschool, we currently provide government funded places for children aged between 9 months to 5 years; this is subject to availability. These places will be allocated on a first come, first served basis.

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All funded sessions are now in line with the flexible arrangement as specified by the Government. Evergreen Lodge Nursery & Preschool offer funded sessions stretched over 51 weeks of the year. We have a limited number of term time only places, where funding is offered over 38 weeks of the year. Please refer to our Admissions and Waiting List policy. 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. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>04 July 23</i>	Rachel Bird	<i>12.11.2026</i>