



Admissions Procedure

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Manager

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Admissions Procedure

1. Introduction

Little Prep Nursery complies with the requirements for the early years register between the ages of six weeks and five years old.

Admissions are dealt with by the Nursery Manager or the Deputy Manager. Little Prep Nursery offers a warm, welcome and happy environment which is accessible to children and families from all sections of the local community.

If you are considering Little Lodge Nursery for your child, we would love to invite you to visit the Nursery. When you book an individual tour with the Nursery Manager, you'll receive a warm welcome. To book a tour, contact the Nursery Admissions team on admissions@stratfordprep.com or call 01789 297993.

Little Prep Nursery is registered with Ofsted: 2855870. We are inspected under Ofsted.

Little Prep Nursery is a newly registered setting (from 10th September 2025).

2. Nursery Provision

Little Prep Nursery is organised into 3 age groups*

- > Under 2s: 0-24 months
- > Toddlers: 20 months to 36 months
- > Pre-School: 36 months onwards

*The ages above are indicative only. Children's admission to a group (or movement up a room) will be dependent on the individual child at the time.

3. Entrance to Little Prep Nursery

Offer of places to the nursery are subject to;

- > Availability of places in the appropriate age group
- > The setting's ability to meet the needs of the child
- > The social interaction with how the child settles during transition from home sessions

Preference of place will be given to;

- > Children who have siblings already in the setting or at Stratford Preparatory School
- > Children who have already applied and are on a waiting list for a place
- > Extenuating circumstances affecting the child's welfare or the welfare of their family

Entrance to the Nursery

A member of the Nursery Leadership Team will deal with the enquiry in the first instance. An enquiry form must be completed and an invite for a personal tour or an appointment will then be arranged.

On the tour of the Nursery, the member of the Leadership Team will discuss the setting, the benefits of a Little Prep Nursery place and answer any questions you may have.

If, after the tour, a family would like to register their child for a place at the Nursery, a registration form would need to be completed (please see the process outlined in #4).

Transition Sessions

- > Transition visits (whether this is from home or from another setting) will start at least 4 weeks prior to the child's start date.
- > Parents will be invited to a meeting with the Nursery Manager (or Deputy Manager) for an initial transition from home visit. This will enable staff to form relationships, complete appropriate documentation and answer any questions from parents.
- > From this point, the child will have a specific, tailored transition plan where they will visit the setting for short periods of time. These sessions focus on building relationships with both children and their families and to ensure the transition is seamless. If, at any point there are concerns, a meeting is arranged to discuss these sensitively.
 - Please note that nursery places are not confirmed until the successful completion of the transition process and it would be at this point that a member of the Nursery Leadership Team would inform the family if it was felt that Little Prep could not meet the needs of the child or if there were concerns with how successful the child had settled during the Transition Session
- > Please note that, with Parents' consent, the Nursery may contact any other setting the child has attended to aid the transition process.
- > After the successful completion of the Transition process, a mutually agreed start date, depending on the above, will be agreed. For a child that requires additional transition from home sessions, a delay in start date may be required.

4. Registration Requirements

Prior to a child attending the nursery, parents are required to:

- > Complete a registration form in full and sign the Terms & Conditions
- > Provide all necessary documentation pertaining to the child, including;
 - > Medical Consent Form
 - > Allergy Form
 - > “All About Me”
- > A member of the Nursery Leadership Team will check the forms to ensure that all appropriate information is gathered. All documentation gathered during this process is stored securely.

5. Government Funded Places

It is important to us to be able to offer funded hours, however Government funding alone is not sufficient to cover all our running costs (especially the extensive provision and curriculum enhancements offered at Little Prep Nursery). However, it is possible to apply for an EEF fully funded place or opt out of paying the supplementary charges. These places are subject to availability.

Our Nursery and Pre School are open all year round, 51 weeks of the year. Therefore, all our EEF funding is ‘stretched’ across the year. The allocation of funding may be different from term to term depending on when the child is eligible for funding. This will be calculated and agreed with each family. All information must then be recorded on the Local Authority Parental Agreement. This must be signed by parents and either a member of the EYFS Leadership team or the School Admissions team

We are committed to providing EEF funding entitlements consistently to all families, whether in receipt of 15 or 30 hours and regardless of whether they opt to pay for optional quality supplement, meals or consumables. In all circumstances, we will strive to be clear and communicate to Parents' details about the days and times where EEF fully funded places are available, along with our services and charges. Children accessing the EEF fully funded entitlement will receive the same quality and access to our core provision as those not.

EEF fully funded places are available in our Nursery and Pre School. The availability and organisation of these sessions may vary. These be allocated at the discretion of the EYFS Leadership team. Once determined, these will be confirmed with each family during the initial enquiry/registration process. If the parent requests changes to their booked attendance when moving to a funded or partially 2yo or 3yo funded place, clear guidance and instruction will be provided by the Nursery through personalised correspondence, email and follow up discussion. This will be done in a timely fashion ensuring parents can make decisions about their child’s care and education based on this information.

6. Equal Treatment

Little Prep Nursery aims to encourage applications from pupils from diverse backgrounds; this enriches our community. We are committed to equal treatment for all, regardless of a candidate’s sex, race, religion or beliefs.

7. Pupils with SEND

The Nursery will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation to accommodate the needs of applicants who have such disabilities for which, with reasonable

adjustments, the Nursery can cater adequately.

The Nursery welcomes pupils with special educational needs (SEN) providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that the setting and site appropriate to the child's age can accommodate them.

Nevertheless, we strongly advise parents of children with specific educational needs or disabilities to contact us at any stage in the application process so that we can ensure that these needs are met. The Nursery will do everything that it reasonably can to accommodate all children, no matter what their needs or background. Where reasonable adjustments cannot easily be made, the Nursery will discuss with parents how additional funding could be secured to enable all children to make good progress.

8. Disability

At present, our facilities for children with disabilities are limited but we will do all that is reasonable to ensure that the school's culture, policies and procedures are made accessible to children with disabilities. When a disability or special educational need is made known to us, will do all that is reasonable to comply with the legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the Nursery can cater adequately.

9. Disclosures

Parents must disclose, as soon as possible, and certainly in advance of publication of results of the application process, any known or suspected circumstances relating to their child's health, allergies, disabilities or SEND.