

Admissions Policy

Purpose

Aflah Nursery is committed to providing a fair, transparent and inclusive admissions process for all children and families. We welcome children aged **2 to 5 years** and aim to ensure that every application is considered fairly, in accordance with our values, the Statutory Framework for the Early Years Foundation Stage (EYFS) and relevant local authority guidance.

Our admissions procedures are designed to ensure that places are allocated consistently whilst promoting equality of opportunity and meeting the needs of our local community.

Our Commitment

We strive to make Aflah Nursery accessible to all families, regardless of their cultural, ethnic, religious, or social background, disability, family structure, or circumstances.

We are committed to promoting equality, celebrating diversity and ensuring that no child or family is disadvantaged during the admissions process.

Children may join the nursery throughout the academic year, subject to the availability of places.

Ensure that the nursery is well known in our local communities and this is done through regular advertisements, promotional events and more.

Applying for a Place

Parents or carers wishing to register their child should complete an Admissions Form and provide all relevant information requested by the nursery.

Where places are available, families will be offered a start date following completion of the registration process. Where the nursery is fully subscribed, children will be placed on a waiting list.

Applications are considered fairly and consistently, and places are normally allocated in the order applications are received.

Allocation of Places

Where demand exceeds the number of available places, admissions will be managed fairly and transparently. Consideration may be given to the date of application, siblings already attending the nursery, proximity to the nursery, availability of the sessions requested and the nursery's published admissions criteria.

Aflah Nursery is committed to providing an inclusive environment and welcomes children with Special Educational Needs and Disabilities (SEND). A child will not be refused admission solely because they have SEND or a disability.

Inclusion and Equality

Aflah Nursery is committed to providing equality of opportunity and ensuring that its admissions arrangements are fair, inclusive and non-discriminatory.

We welcome children and families from all backgrounds, cultures, ethnicities, religions and social circumstances, including children with Special Educational Needs and Disabilities.

The nursery will not unlawfully discriminate against a child or family on the basis of any protected characteristic under the Equality Act 2010.

Where a child has SEND or a disability, the nursery will work closely with parents, the SENCO and, where appropriate, external professionals to identify the child's needs and make reasonable adjustments to enable them to access and participate in nursery life.

Where a child has identified or emerging additional needs, the nursery will work in partnership with parents and carers to understand the child's needs before admission and to consider any support, adaptations or reasonable adjustments that may be required.

Where appropriate, and with parental involvement, the nursery may seek advice from the Local Authority or other relevant professionals to support the child's successful inclusion within the setting.

Any decisions regarding admission will be made fairly, individually and in accordance with the Equality Act 2010, the SEND Code of Practice and the Early Years Foundation Stage (EYFS).

Early Education Funding

Aflah Nursery offers funded childcare places in accordance with current Government and Oxfordshire County Council funding arrangements.

Parents accessing funded childcare must complete all required funding documentation and provide any eligibility codes or supporting information requested by the nursery before funding can be claimed.

Information regarding current funded childcare entitlements, eligibility criteria and application deadlines is available from the nursery or directly from the relevant Government and Local Authority websites. As funding arrangements are subject to change, families are encouraged to check the latest guidance before applying.

Deposits and Registration

Where applicable, the nursery may request a refundable deposit to secure a child's place. Any deposits relating to funded childcare places will be managed in accordance with current funding guidance.

Parents are responsible for ensuring that all registration forms, emergency contact details and medical information are completed accurately before their child starts nursery.

Settling In

Every child is unique, and we recognise that starting nursery is a significant milestone. We work closely with parents and carers to plan an appropriate settling-in period that supports the child's emotional wellbeing and helps them become familiar with the nursery environment.

Further information can be found in our Settling-in Policy.

Partnership with Parents

We believe that positive relationships with parents and carers begin before a child starts nursery. Throughout the admissions process, we aim to provide clear information, answer questions and work collaboratively with families to ensure a smooth transition into nursery life.

Monitoring and Review

The Nursery Manager and Directors are responsible for ensuring that admissions are managed fairly, consistently and in accordance with current legislation and local authority guidance.

This policy should be read alongside the Equality, Diversity and Inclusion Policy, SEND Policy, SEND Local Offer, Attendance Policy, Fees, Funding and Charges Policy and Settling-in Policy.

Date Approved: August 2026

Review Date: August 2027

Aflah Nursery

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