Admissions and Waiting List Policy

2026

Holy Trinity
C of E Primary Academy and Nursery

1. Policy Statement

Holy Trinity Nursery and Preschool aim to provide a fair, transparent and inclusive admissions process for all children and families.

The number and ages of children admitted to the Nursery will at all times comply with the statutory space requirements and staff-to-child ratios set out in the current **Early Years Foundation Stage (EYFS) Statutory Framework**.

When considering applications and allocating places, the Nursery will take into account:

- The number and ages of children already attending;
- The statutory staff-to-child ratios;
- The qualifications and availability of staff;
- The space and facilities available within the Nursery;
- The sessions requested by the family;
- The needs of individual children; and
- The Nursery's admissions priority criteria.

A request for a place does not guarantee that a place will be available.

2. Waiting List

Where the Nursery is unable to immediately offer the sessions requested, the child's details will be placed on the Nursery's **waiting list**.

Places will be allocated according to the admissions priority criteria set out below rather than solely on a first-come, first-served basis.

Where two or more children have the same level of priority and the Nursery cannot accommodate all applications, consideration will also be given to the **date on which the Nursery received the child's fully completed registration form**.

The Nursery may also take into account whether the sessions requested can be accommodated within available places, staffing arrangements and statutory staff-to-child ratios.

Being placed on the waiting list does not guarantee a future place or particular sessions.

Parents/carers are responsible for informing the Nursery of any changes to their contact details, required sessions or circumstances while their child is on the waiting list.

3. Admissions Priority Criteria

Subject to availability, statutory staffing ratios and the facilities of the Nursery, places will be prioritised in the following order:

1. **Siblings of children who currently attend Holy Trinity Academy or Nursery.**
2. **Looked-after children and previously looked-after children, where applicable.**
3. **Children with Special Educational Needs and/or Disabilities (SEND).**
4. **Vulnerable children**, including a child identified as a Child in Need or a child who is subject to a Child Protection Plan.
5. **Children or families receiving other Local Authority support.**

Families requiring additional hours above their EYFE-funded entitlement will be given priority over families requesting funded-entitlement-only hours, subject to the other priority considerations within this policy.

Where applicants have equal priority, the date that a **fully completed registration form** was received by the Nursery will be used as an additional consideration when allocating the available place.

The Nursery Manager reserves the right to consider exceptional circumstances where this is necessary to safeguard or promote the welfare of a child.

4. Equality, Inclusion and Non-Discrimination

Holy Trinity Nursery operate an **Inclusion and Equality Policy** and is committed to providing equal access to Nursery places and services.

No child or family will be unlawfully discriminated against because of characteristics including sex, race, colour, nationality, ethnic or national origin, disability, religion or belief, or sexual orientation.

The Nursery will make reasonable adjustments where required and will work with parents/carers and relevant professionals to support children with additional needs wherever reasonably possible.

Admissions decisions will be made fairly and consistently in accordance with this policy.

5. Nursery Sessions

Session availability is subject to vacancies, staffing arrangements, statutory ratios and the needs of the Nursery.

For the child's wellbeing, settling and continuity of care, the Nursery recommends attendance for a minimum of **two sessions across two separate days each week**, wherever possible.

Regular attendance helps children to become familiar with the Nursery environment, build secure relationships with staff and other children, and gain the greatest benefit from the learning experiences and activities provided.

Long gaps between sessions can make it more difficult for some children to settle and establish consistent routines.

6. Registration and Allocation of Places

Parents/carers wishing to apply for a Nursery place must complete the Nursery's registration process.

The date on which a **fully completed registration form** is received will be recorded and may be used when determining the allocation of places where children otherwise have the same admissions priority.

Before a child starts at the Nursery, parents/carers must complete and sign all required documentation, including:

- The Nursery registration form;
- Parent/carer contract;
- Terms and Conditions;
- Relevant consent forms; and
- Any additional documentation reasonably required by the Nursery.

Completion of an enquiry or expression of interest alone does not secure a Nursery place.

An allocated place will only be confirmed once the Nursery has received all required registration documentation and, where applicable, the required registration fee.

7. Information Required Before Admission

The Nursery requires sufficient information to ensure that it can safely and appropriately care for each child.

Parents/carers must provide accurate and complete information including, where applicable:

- Child's full name;
- Date of birth;
- Home address;
- Parent/carer names and contact information;
- Details of all persons with parental responsibility;
- Details of any court orders or legal arrangements relevant to the child's care;
- Medical information;
- GP/doctor's details;
- Health visitor details, where applicable;
- Allergies and intolerances;
- Dietary requirements;
- Special Educational Needs and/or Disabilities;
- Additional support requirements;
- Details of professionals involved with the child;
- Collection arrangements and authorised persons;
- Requested sessions and fee arrangements;
- Relevant parental permissions and consents; and
- **Details of at least two emergency contacts.**

9. Emergency Contacts

It is a **mandatory requirement** that parents/carers provide the Nursery with details of **two separate emergency contacts** for their child.

Emergency contacts should, wherever reasonably possible, be people who:

- Can be contacted if the Nursery is unable to reach the child's parent/carer;
- Are aware that their details have been provided to the Nursery;
- Are able to assist in an emergency; and
- Have up-to-date telephone contact details.

Parents/carers must inform the Nursery immediately if an emergency contact's details change.

A child's registration documentation will not be regarded as complete until the required **two emergency contacts** have been provided.

10. Offering a Place

When a suitable place becomes available, the Nursery will contact the parent/carer using the contact details provided.

The offer will specify the sessions that are available and any steps required to secure the place.

Parents/carers will be expected to respond within the timeframe specified by the Nursery. If the required registration documentation, signed agreements or applicable registration fee are not received within the stated period, the Nursery may withdraw the offer and make the place available to another child on the waiting list.

Where the exact sessions originally requested are unavailable, the Nursery may offer alternative sessions. Parents/carers may choose whether to accept the alternative sessions or remain on the waiting list for their preferred sessions, subject to availability.

11. Changes to Requested Sessions

Parents/carers should notify the Nursery as soon as possible if their childcare requirements change while their child is on the waiting list.

A significant change to the number, days or type of sessions requested may affect the Nursery's ability to offer a place.

Requests to increase, reduce or change sessions after admission will be considered subject to:

- Availability;
- Staffing;
- Statutory staff-to-child ratios;
- The Nursery's Terms and Conditions; and
- The needs of children already attending.

12. Accuracy of Information

Parents/carers are responsible for ensuring that the information provided during registration is accurate and kept up to date.

The Nursery must be informed promptly of changes to:

- Home address;
- Telephone numbers;
- Parental responsibility;
- Emergency contacts;
- Medical information;
- Allergies or dietary requirements;
- Collection arrangements;
- Family circumstances relevant to the child's welfare; or

- Any other information necessary for the Nursery to safeguard and care for the child.

Providing incomplete or inaccurate information may delay the admission process.

13. Review of the Waiting List

The Nursery may periodically contact families on the waiting list to confirm that they still require a place.

Families who no longer require a place should inform the Nursery as soon as possible.

Where the Nursery is unable to contact a family after reasonable attempts, or where a family does not respond to a request to confirm that a place is still required, the Nursery may remove the child from the waiting list.

14. Monitoring and Review

This policy will be reviewed regularly and whenever there are changes to relevant legislation, statutory guidance, EYFS requirements or the Nursery's operational arrangements.

The Nursery Manager is responsible for ensuring that admissions decisions are made consistently and in accordance with this policy.

Policy adopted: _____

Date of review: _____

Signed: _____

Role: _____