



Admissions

At Clare House Nursery, we are committed to providing an inclusive, welcoming and accessible environment where every child and family is treated with dignity, respect and fairness. We aim to ensure that our admissions process is clear, transparent and accessible to all families, regardless of their background, culture, religion, ethnicity, disability, family structure, gender or home language.

Information about our nursery is made available through our website and other accessible formats where required. We strive to ensure that all families are able to access the information they need to make informed decisions about their child's care and education.

Our Admissions Process

- Places are allocated fairly and transparently.
- Our waiting list operates on a first-come, first-served basis, unless exceptional circumstances apply.
- Funded early education places are offered in accordance with the current Early Years Funding Regulations and Local Authority guidance.
- Where possible and financially viable, we aim to retain flexibility to support emergency admissions.
- All families are welcomed into the nursery and encouraged to visit the setting before their child starts.
- Every child is offered a personalised induction and settling-in programme to support a smooth transition into nursery.
- We work closely with parents throughout the admissions process to understand each child's individual needs, interests and routines.

Equality, Inclusion and SEND

We are committed to ensuring that every child has the opportunity to access high-quality early education and care.

- Children with Special Educational Needs and Disabilities (SEND) are welcomed and supported to participate fully in all aspects of nursery life.
- We work in partnership with parents and, where appropriate, other professionals to ensure suitable arrangements, reasonable adjustments and individual support plans are in place before a child starts.
- Where additional funding or specialist support is required, we will work with families and the Local Authority to access appropriate services and funding.
- Where a child has complex medical or additional needs, their start date will be agreed in partnership with parents to allow sufficient time for staff training, risk assessments, healthcare plans and any reasonable adjustments required to ensure the child's safety and wellbeing.

Accessibility and Inclusion

We continually review our environment and practice to ensure they remain accessible and inclusive for all children and families.

We will:

- Promote equality, diversity and inclusion throughout our nursery.
- Ensure information is available in alternative formats or languages where reasonably practicable.
- Monitor admissions to ensure our procedures remain fair, equitable and free from discrimination.
- Welcome all family structures and respect every family's individual circumstances.
- Support every child to reach their full potential through personalised care and learning.

Safeguarding

Where parents inform us that a child is, or has previously been, supported by Children's Social Care or other safeguarding agencies, the Designated Safeguarding Lead (DSL) will work with parents and relevant professionals to ensure appropriate information is shared, in line with safeguarding legislation and information-sharing guidance. This enables us to provide the safest and most appropriate support for the child from the outset.

Following the offer and acceptance of a nursery place, families will complete the registration process and begin our personalised induction programme, ensuring every child has the best possible start to their journey at Clare House Nursery.

