Ashbridge
INDEPENDENT SCHOOL & NURSERIES

NURSERY ADMISSIONS POLICY AND PROCEDURES

Approved by: SLT

Approved date: October 2025

To be reviewed by: SLT

Review date: October 2026

Availability: On the company website and as a paper copy on request

Scope: Ashbridge Nursery Hutton, Ashbridge on Ribble Nursery, Ashbridge Nursery at Maxy Farm, The Fledglings Nursey

INTRODUCTION

Ashbridge Independent School and Nurseries is a group of four nurseries providing care and education for children from three months to four years. Our nurseries are open 52 weeks of the year and offer exceptional levels of care and education.

Visiting us is the best way to understand all the benefits of attending an Ashbridge Nursery and we strongly encourage families to visit us to tour the nursery with one of our nursery managers and meet our wonderful children and staff team.

Children are welcome to apply to join the nursery at any point in the year, and at any age over three months, as detailed in the admissions arrangements below.

ADMISSIONS ARRANGEMENTS

1. Parents/carers visit the nursery for a tour with a member of the nursery management team. This can be arranged in advance or, as we operate an 'open door' policy, families are welcome to call in at any time.
2. Parents/carers are required to disclose any known or suspected Special Educational Needs or Disabilities, or medical and dietary needs during their visit to the nursery.
3. An enrolment form and registration fee is submitted to the nursery by the parents/carers, indicating the anticipated start date and days of attendance. A minimum of two full days' attendance is required for all children.
4. The Nursery Management Team process the application as soon as possible after it is received. Should the requested days not be available, the NMT would contact the parents to agree alternative days.
5. In the event of any confirmed or suspected Special Educational Needs or Disabilities or medical needs being shared or noted a meeting with a Senior Leader will be arranged to ensure the nursery can meet the needs of the child, prior to offering a place.
6. If a place is to be offered, an offer letter is sent out to parents/carers detailing the start date and booked sessions. At this point, a deposit equating to four weeks' fees less the £100 registration fee is payable.
7. Once the deposit has been received and before the child starts nursery, two 'settling in' sessions are offered to aid the transition into nursery. In the circumstance that a child may have any additional needs, possibly requiring reasonable adjustments, then these visits may be extended.
8. At the 'settling in' sessions parents must provide the child's birth certificate as well as other documentation as requested by the nursery.

EARLY YEARS FUNDING

Ashbridge Nurseries offer the government early years education funding of 15 or 30 hours. As the nursery is open for 52 weeks of the year and the funding is provided for 38 weeks of the year, this funding is spread across the full year. This provides the equivalent of 11 hours in total per week for a child accessing 15 hours per week of funding and 22 hours in total per week for a child accessing 30 hours per week of funding.

More information is available from the nursery management team and will be provided to families if or when their child becomes eligible for funding.

Allocation of Childcare Places

We accept early years funding across all our nursery sites for children aged 9 months to 4 years. We will always endeavour to accommodate your preferred sessions; however, if places are oversubscribed, allocation will follow the criteria below:

1. First Priority – Full-day places taken over 5 days.
2. Second Priority – Full-day places taken over 4 days.
3. Third Priority – Full-day places taken over 3 days.
4. Fourth Priority – Parents purchasing additional non-funded hours.
5. Final Allocation – Funded-only sessions, offered on a first-come, first-served basis.

This policy is in place to ensure the long-term sustainability and viability of our nursery settings. The funding we receive does not cover essential costs such as consumables, food, nappies, or staff training. In addition, we must also consider key person legal requirements and Early Years staffing policies to provide consistency of care and support for your child.

Any changes to the existing hours or days of attendance will be treated as a cancellation of the existing contract for your child's nursery place and a new application must be submitted for a new contract and booking, places for which will be given in accordance with the allocation policy above.

For families wishing to access the funded hours only, please refer to our Funded Hours Admissions Policy.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Ashbridge welcomes applications from all families who feel that their child will flourish in our environment. We are committed to giving all children the best opportunities, regardless of any special educational needs, medical or dietary needs, and/or disabilities, and we always comply with our legal responsibilities.

We request that parents/carers inform us of any Special Educational Needs and Disabilities, or any other circumstance, e.g. medical or dietary need, that may require reasonable adjustments to be considered at the point of enquiry so the nursery and family can work together in the best interests of the child. The nursery will request any relevant medical reports or other

documentation whilst considering an application and before the decision to offer a place. In addition, parents/carers are requested to meet with a senior leader to discuss the child's needs.

In the event that a place is offered, then following admission, the company procedures for Special Educational Needs and disabilities will apply.

If we determine that, despite reasonable adjustments, the nursery environment is not suitable for a child or we cannot meet their needs due to the physical environment, statutory adult-to-child ratios, the curriculum offered, or the day-to-day life of the nursery, we reserve the right not to offer a place. This would always be done in the child's best interests and with clear communication to the parents/carers.

TERMS AND CONDITIONS

The nursery's terms and conditions are available on the nursery website and on request from nursery reception desks. All terms and conditions apply from when an offer of a place is accepted by the family and the child is enrolled, even if the child has not yet started to attend the nursery.

All documentation relating to applications and admissions will be treated in confidence and in accordance with the Data Protection Act and GDPR.