The Lloyd Williamson Nurseries

Admissions Policy

2026-2027

Updated by Ramona Cristea
Date: 14.10.26
Due for Update: August 2027

1. Introduction

Lloyd Williamson Nurseries operate an open, non-selective admissions policy for children from the age of 5 months up to the 31 August following their fourth birthday. We believe that early years education should be accessible to every family in our area, regardless of ability, background or circumstance. This document sets out our procedures, oversubscription criteria and related arrangements, ensuring full compliance with the Early Years Foundation Stage (EYFS) 2025, the Equality Act 2010 and Ofsted's Inspection Framework.

2. Application and Registration

Families express interest by contacting the Office by telephone, email or via the nursery website. The Office team will arrange a viewing appointment with the Nursery Manager, who will explain our educational approach, safeguarding and welfare arrangements, entitlement funding (15- and 30-hour free childcare, Early Years Pupil Premium, two-year-old funding) and wraparound care options. Parents and carers receive an application pack, print or digital, detailing contractual terms, fee schedules, payment methods and deposit requirements.

Registration is confirmed only when we have received all three of the following:

- A fully completed application form
- The non-refundable deposit
- A signed copy of the Terms and Conditions

Once these are in place, we issue a written offer of a place. If parents choose to defer beyond the agreed start date, the deposit is held against the deferred place for up to six months, after which it may be forfeited unless mutually agreed otherwise in writing.

3. Oversubscription and Allocation Criteria

When applications exceed available places, we allocate places to a waiting list and offer spaces as places become available ranked by the date and time the completed registration is received. Parents may request details of their position on the waiting list.

4. Trial Sessions and Induction

To support smooth transitions, each newly registered child is offered up to three short trial sessions. These are scheduled according to the family's needs and may include a parent-stay option for the first visit. During trial visits, key persons observe settling-in, build rapport and share our online learning journal system. We encourage open dialogue between staff and families during these sessions to establish routines, dietary requirements and any additional support.

5. Special Educational Needs and Disability (SEND)

Parents of children with known SEN or an existing EHCP must submit all current documentation at the point of application. We then convene a planning meeting—inviting local authority inclusion officers and relevant health professionals—to agree reasonable adjustments. These may include specialist staffing, adapted resources, assistive technology or targeted interventions. Any additional staffing or resources required beyond our standard provision will be costed and agreed in writing prior to admission. Should parents wish to provide their own LSA, that individual must satisfy our safe recruitment checks (enhanced DBS, references, identity verification), complete safeguarding training and sign our code of conduct before commencing work on site.

When emerging SEND needs are identified for children already enrolled, the Nursery Manager will arrange a review meeting with parents. We will collaboratively develop and regularly update an Individual Support Plan. Where formal assessment is appropriate, we advise parents on GP referral procedures or private evaluation routes, ensuring decisions remain child-centred and fully documented.

6. Fee Funding, Contracts and Deferred Places

We welcome parental entitlement funding under government schemes. Families must submit valid funding codes at least six weeks before termly deadlines and reconfirm eligibility in line with the local authority timetable. Fees for sessions beyond entitlement hours, wraparound care, holiday provision and optional extras are set out in our Terms and Conditions. Deferred start dates may be agreed at the time of registration; deposits will be held against deferred places for no longer than six months, after which they may be retained by the nursery unless an extension is agreed in writing.

7. Equality, Data Protection and Accessibility

Admissions operate in strict compliance with the Equality Act 2010. We do not discriminate on grounds of race, gender, sexual orientation, religion, disability, socio-economic status or family background. All admission materials, including contracts, guidance leaflets and funding advice, are available in accessible formats and translated versions upon request. Personal data collected at registration (contact details, medical information, dietary needs) are handled under GDPR principles, stored securely and retained only for as long as necessary.

8. Complaints, Appeals and Feedback

Should families have concerns about any aspect of the admissions process – from initial application to trial sessions – they may raise them through our Complaints Procedure, as detailed in the Complaints Policy available in the Office. Feedback on admissions or induction can also be provided anonymously via our online survey.

9. Transition to Reception

While nursery admission does not guarantee a Reception place, we support families by providing information on local authority primary application processes, key dates and statutory assessments such as the Reception Baseline. In the final term before statutory school age, we liaise directly with feeder schools, sharing learning journals, developmental summaries and transition reports, to ensure continuity of care and learning.

10. Monitoring and Review

The Director and Nursery Manager review admissions data, waiting-list trends and feedback each term. They monitor take-up of funded hours, diversity of intake, deferred place utilisation and SEN integration. This policy is reviewed annually or sooner if legislative or operational changes arise.

By adhering to these procedures, Lloyd Williamson Nurseries ensure a fair, transparent and child-centred admissions process, reinforcing our commitment to excellence, inclusion and partnership with families.

Updated October 2026

Next Review: August 2027

Lucy Meyer - Director