

Little VIPs Admissions Policy



At Little VIPs Day Care at Lowther Endowed School we care for children between the ages of 9 months and school age.

We welcome children from all backgrounds and work in partnership with families to ensure every child feels safe, valued and included in our nursery community.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS 2025). The number of children admitted will vary depending on the age of the child, their individual needs and booking patterns.

We operate an Inclusion and Equality Policy and ensure that all children have access to nursery places and services irrespective of disability, race, religion or belief, gender, language, culture or family background, in line with the Equality Act 2010.

Admissions decisions will always reflect our commitment to inclusion and reasonable adjustments will be made where possible to support children with additional needs.

When considering admissions, our overriding concern is the safety and wellbeing of the children in our care. We take into consideration:

- staff to child ratios applying to each age group
- our available space and facilities
- the individual needs of the child.

Priority for Nursery Places

Where demand for places exceeds availability, the nursery may prioritise places based on the following criteria:

- Children who have siblings at Lowther Endowed School
- Children who will be applying to take up a place in Reception at Lowther Endowed School
- Children who have siblings already attending Little VIPs
- A child requiring a full-time place may have preference over one requiring part-time sessions
- A child requiring all year-round care may have preference over term-time only places, unless taking a place in our Reception/Pre-School sessions
- The date the application is received, with additional consideration given to those who have been on the waiting list the longest.

Registration and Information Requirements

Prior to a child attending nursery, parents or carers must complete and sign an application and registration form, which includes a copy of our Terms and Conditions.

These forms provide the nursery with important personal details relating to the child and family including:

- name, date of birth and address
- emergency contact details
- parental responsibility information
- contact details for parents or carers
- dietary requirements and allergies
- doctor and health visitor contact details
- health information and vaccination status

- agreed sessions and fees
- parental permissions and consents.

This information helps ensure that we can provide safe and appropriate care for every child.

Parents may also be asked to provide identification and confirmation of parental responsibility, where necessary, to ensure the nursery maintains accurate safeguarding records.

Government Funded Childcare

At Little VIPs Day Care at Lowther Endowed School we provide government funded places for eligible parents with children from the age of 9 months, subject to eligibility criteria.

Funded hours are offered in accordance with the Early Education and Childcare Statutory Guidance for Local Authorities.

We operate set minimum weekly booking patterns, which are detailed in our Terms and Conditions. Government funded hours are stretched over 51 weeks to support working families.

Parents wishing to access funded childcare must provide:

- their date of birth
- their National Insurance number
- a valid Government Funding Code.

This information is required in order to verify eligibility and to register for Government Funded Childcare and Early Years Pupil Premium (EYPP) where applicable.

The nursery reserves the right to limit, change or operate specific funded sessions and booking patterns in line with operational requirements.

Policy Review

This policy will be reviewed annually or earlier if required to ensure it continues to reflect:

- current legislation
- EYFS statutory requirements
- government funding guidance
- best practice in inclusive early years admissions.

This policy was adopted on	Signed on behalf of the nursery	Date for review
April 2026	Hayley Fassam – Nursery Manager	April 2027