

## Admissions

**EYFS: 3.28 – 3.31, 3.55, 3.58**

At Mimi's Nursery we care for up to 25 children between the ages of 2-5 years.

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). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

We use the following admission criteria, which is applied in the following order of priority, based on the spaces available:

1. Children who have siblings who are already with us.
2. Children placed first on the waiting list
3. Local area priority
4. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be met.
5. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy, and room availability. We operate a waiting list, and places are offered on an availability basis.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, allergies with all the relevant information, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, parental consent and vaccinations, copy of a child's birth certificate or passport, utility bill and any eligibility letters etc. ***These forms must be completed before a child can start at the setting.***

### Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two/three to five year old's for early learning sessions specified by



Mimi's Nursery Ltd  
52 Belsize Square,  
Camden,  
London,  
NW3 4HN

[www.mimisnursery.co.uk](http://www.mimisnursery.co.uk)  
Mobile: 07535 472640

Email: [Info@mimisnursery.co.uk](mailto:Info@mimisnursery.co.uk)  
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local authority. At Camden we currently provide 15 free funded places for children and is subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's third birthday.

When a child first starts at the setting, we will only offer morning sessions which are 9:00am-1:00pm which can spread over the week with funded hours. Staff members will then assess when a child is ready for a full day 9:00am – 3:00pm, if this is the parent/carers preference.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
18/04/2024	<i>A Holding (Owner) C Heim (Manager)</i>	18/07/2026



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