



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Admissions Policy

Policy Statement

The Butterfly Rooms (Incorporating Woodlands) LTD is committed to providing high-quality early years education and care that is accessible to **all children and families within our local community**. We operate fair, transparent, and clearly communicated admissions procedures in line with the **Early Years Foundation Stage (EYFS) Statutory Framework (effective from 1 September 2025)** and **Thurrock Council early years funding and admissions requirements**.

We actively promote equality, inclusion, and diversity and ensure that no child or family is treated less favourably on the grounds of gender, family structure, disability, ethnicity, religion, language, socioeconomic background, or any other protected characteristic.

Admissions Procedures

Promotion and Access

- We actively promote the availability of our provision within the local community using channels accessible to all families.
- Information about our setting is provided in **clear, plain English**, and support is offered to families who require information in alternative formats or additional explanation.

Applications and Waiting List

- Applications for places are recorded by date of receipt and organised into appropriate age groups.
- A waiting list is maintained and reviewed regularly to ensure fair and consistent allocation of places.

Allocation of Places

Admission decisions take into account:

- The **age of the child**, with priority given to children eligible for funded early education and childcare places, including:
 - Eligible **two-year-olds**
 - Eligible children from **9 months of age**, in line with the national early education and childcare entitlement expansion from September 2025
- The setting's **capacity to meet the individual needs** of the child, including any special educational needs or disabilities (SEND), while ensuring the safety and wellbeing of all children.

Funded Early Education and Childcare

- Funded places are offered in accordance with:
 - The **EYFS Statutory Framework**
 - **Thurrock Council's Code of Practice** and local funding conditions
 - National entitlements of up to **30 hours per week (over 38 weeks)** for eligible working families.
- Parents are responsible for confirming eligibility codes and reconfirming funding status as required by HM Government and the local authority.

Emergency Admissions

- Where financially viable and appropriate, we may reserve or offer a place to support **emergency admissions**, particularly where this safeguards a child's welfare.

Equality, Inclusion, and Diversity

- We welcome all families, including mothers, fathers, carers, and extended family members.
- Our practice promotes respect and positive understanding of individual differences, including culture, belief, language, family structure, and ability.
- We support children and parents with disabilities to ensure **full participation** in all aspects of nursery life, making reasonable adjustments where necessary.
- Children's backgrounds and individual needs are monitored via the **Registration Form** to ensure admissions arrangements do not result in unintentional discrimination.
- Our **Valuing Diversity and Promoting Equality Policy** is shared with families and embedded in daily practice.

Attendance and Settling Arrangements

- Flexible attendance patterns may be offered where possible, provided this does not compromise the stability or quality of care for other children.
- We consult with families regarding opening times and session patterns to support diverse working arrangements.

Safeguarding and Welfare

- In line with the **EYFS 2025 safeguarding and welfare requirements**, we:
 - Maintain **at least two emergency contacts** per child
 - Follow up promptly on **unexplained or prolonged absences**, taking appropriate action where concerns arise
- All admissions are subject to our **Safeguarding Policy, Attendance Policy, and Safer Recruitment Policy**, ensuring that children are only admitted where we can meet all statutory welfare requirements.

Complaints and Appeals

- Parents and carers have the right to raise concerns or appeal admissions decisions in accordance with our **Complaints Policy**.

Withdrawal of a Place

- Failure to comply with the setting's **terms and conditions**, including safeguarding, attendance expectations, or funding requirements, may result in the withdrawal of a child's place following appropriate communication with the family.

Legislative Framework

This policy should be read alongside:

- Early Years Foundation Stage (EYFS) Statutory Framework (DfE, effective September 2025)
- Early education and childcare entitlements expansion guidance
- Thurrock Council Early Years funding and admissions guidance

This policy was adopted by

The Butterfly Rooms Ltd

On

21st April 2026

Date to be reviewed

21st April 2027

Signed on behalf of the Management committee



Name of signatory

Miss Aimee Thompson