



# Flo's Nature Nursery and Flo's Forest School

## Admissions Policy

### 1. Policy Statement

We aim to provide high-quality early years provision that is accessible to all families living in the local community, irrespective of ethnicity, religion, socio-economic background, disability or language. Information about the nursery is published in plain English and, on request, in additional community languages and alternative formats.

### 2. Advertising & Outreach

The setting is promoted through:

- Local authority and council websites
- Social-media channels (Facebook, Instagram)

### 3. Application Process

1. Complete the "Request to Join" form – available online or in paper form, to join our waiting list.
2. Once offered a provisional place, pay the refundable deposit and submit supporting documents – birth certificate and funding information (includes NI number and parent's date of birth) to secure the place.
3. Eligibility – children may start attending from their second birthday.

All documents are stored securely in accordance with GDPR and are retained only for the necessary duration.



## 4. Attendance Requirement

### **Flo's Forest School at Barracks Lane Garden:**

Children need to attend Tuesday - Thursday 9.30am - 2.30pm term time only. It is not possible to book only some of the days.

### **Flo's Nature Nursery:**

Children need to attend for a full day, we no longer offer morning only places.

At Flo's Nature Nursery the full day is 8.45am-5.00pm. A minimum of two full days per week is required for each child.

### **Exceptions:**

- Where a child receives only 15 hours of Early Learning funding for families receiving additional support (FRAS), we may offer three half-days (morning or afternoon) subject to availability. We may also offer a place at our Barracks Lane site Flo's Forest School as an alternative.
- A child only using their 30 hour funding, who is already attending Flo's Forest School at Barracks Lane Garden, may use the remaining '15' hours funding to attend Flo's Nature Nursery for one and a half days, instead of two days.
- A child needing shorter days due to Special Educational Needs may discuss with our SEN Coordinator and Nursery Manager and agree the appropriate support on a case by case basis.

When more applications are received than there are places available, all applications will be considered with the assistance of the following criteria, set out in priority order:

### **Statutory priorities (will be applied first)**

1. Children looked after by the local authority.
2. Children with a disability as defined by the Equality Act 2010 who require physical accessibility.
3. Children receiving means-tested *Early Learning Funding for families receiving additional support (FRAS)* for two year olds.



## Organisational priorities (applied after statutory criteria)

5. Children who currently attend one of our nurseries part-time.
6. Siblings of children already enrolled at one of our nurseries.
7. Children of staff members or long-term volunteers of Flo's - The Place in the Park (**Please note:** Children of nursery staff members are not permitted to attend the same nursery setting, but will be offered priority on our other site).

If two applicants fall under the same criterion, the earlier application date determines priority.

Availability of places will also need to take into account the staff/child ratios, the age of the child and registration requirements. The Nursery Board retains sole discretion with regard to the allocation of places.

**Approved by Board:** May 2026

**Effective:** May 2026

**Next review:** May 2027