



Admissions Policy

Bottesford Bunnies take any child from the age of 2 until school age. In line with the statutory framework of the Early Years Foundation stage (DfE 2025) the maximum number of children we can take at our Pre-School is dependent on the size of the main room and the adult: child ratios.

The EYFS states, “Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation, including fire safety and hygiene requirements” (DfE 2025: 3.79)

It is our policy where possible to ensure we have no more than **36** children per session this is to ensure a high standard of care and education is provided and maintained.

When a parent/carer contacts the setting about a place for their child, they must be given relevant information about the setting and advised whether there is currently a suitable place available for their child.

If the parent/carer wishes their name and contact addresses/telephone numbers can be taken, they will be added to the waiting list. The waiting list is treated on ‘first come, first served’ basis. However, children with additional needs or those identified as ‘children in need’ may be given priority in the allocation of places, along with siblings currently at Pre-School. If a family has moved into the area, where possible, we will endeavour to allocate a place for the child (if the child had attended an early years setting prior to moving). For all other Parents/carers they will be contacted by telephone, text or email as soon as a place arises.

For more information – see our welcome booklet.

Parents/Carers are able to view the setting, an appointment can be arranged with the Director, that is mutually convenient, this is subject to no restrictions being in place.

If there is not a place available for the times requested, the parent/carer must be given an approximate time when places will be available, or offered alternative sessions, if available.

If a place is available, parents/carers must complete a registration form and all other required paperwork.

The registration form includes the child's full name,

Date of birth,

Name and address of every parent/and or carer who is known to the provider.

Information about any other person, who has parental responsibility for the child.

Which parent and/or carer the child normally lives with

Emergency contact details for parents and/or carers, where possible, settings should have more than two emergency contact numbers for each child.

This is in line with the EYFS statutory guidance (DfE 2025 3.96) and General Data Protection Regulations GDPR.

Medical information is key at this point, to ensure that the child is given the best possible care.

Other information is voluntary, but we have a legitimate interest in requesting this, as it will assist in providing the necessary care for your child and to allow us to monitor and assess their development.

We also request information classed as 'special categories of personal data' for which we need your consent to collect and process. We request this data as, in some cases we have a contractual obligation to do so with our Local Authority, but also as we have a legitimate interest to allow us to plan and meet your child's needs.

We do ask parents to give permissions on the registration form.

Parents/carers are requested to produce their child's birth certificate (the one detailing the parent's names), this is in order that the child's date of birth can be verified, along with checking parental responsibility for the child. In the event the birth certificate cannot be found, then a valid passport for the child or the red book must be produced. The red book, however, must be seen to confirm the child's NHS number and to check that vaccinations have been given. If vaccinations haven't been recorded, we ask for a copy from the GP.

If vaccinations have not been given, we ask for letter to be signed by parent, confirming they understand the risks of their child being in setting.

A copy of any residency order will be taken, if the child is not in the care of their parents.

A settling in period will be agreed with the parent/carers and child – see our Settling in and Transitions Policy for further information.

We endeavour to offer a home/doorstep/garden visit prior to their child starting pre-school, to spend time in getting to know the child and their interests and individual needs. This is dependent on the setting and numbers.

Stay and play sessions are available before a child starts at Bunnies, subject to any restrictions.

Information for Parents and Carers

In accordance with the EYFS statutory framework (DfE 2025: 3.97) we make the following information available to parents and/or carers.

- How the EYFS is delivered in the setting and how parents/ carers can access more information. This information is provided in the Pre-School booklet, as well as parent open week meetings, again in person or virtually, through talking about the children's learning.

- The range and type of activities and experiences provided for children, the daily routines of the setting, and how parents/ carers can share learning at home. This information can be found on Parentzone.
- How the setting supports children with special educational needs and disabilities. (See our website/welcome booklet/local offer)
- Food and drinks provided for the children – this information can be found on Parentzone.
- Details of our policies and procedures they are available on the website and paper copy, should a parent request them. Bunnies must make copies available on request. Including the procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting.
- How the staffing in the setting is organised, the name of the child's key person and their role, and a telephone number for parents/ carers to contact the provider in an emergency.

Statutory Check at age two

As part of the Early Years Foundation Stage (EYFS) (DfE 2025 :2.6, 2.7, 2.8) statutory framework it states,

“When a child is aged between two and three, practitioners must review their progress, and provide parents and/or carers with a short-written summary of their child's development in the prime areas (which are Personal, Social and Emotional Development, Communication and Language Development and Physical Development). Beyond the prime areas, it is for practitioners to decide what the written summary should include, reflecting the development level and needs of the individual child. The summary must highlight areas in which a child is progressing well. Highlight areas in which some additional support might be needed. Focus particularly on any areas where there is a concern that a child may have a developmental delay, which may indicate a special educational need or disability. Describe the activities and strategies the provider intends to adopt to address any issues or concerns. This plan should involve parents and carers and other professionals (for example, the provider's Special Educational Needs Co-ordinator (SENCO) or health professionals as appropriate”.

Where possible this check will be completed as an Integrated Health check with the Health Visitor for children attending the setting who are 2 years 4 months old (physical check) Where a child who is 2 years 5 months plus, the statutory check will be completed separately as the Health Visitor will have already completed the child's health check (virtual check)

Global Pandemic/Epidemic

In the event of a global pandemic/epidemic Bottesford Bunnies will limit the numbers of children admitted per session if it is safe to do so. We will only admit children who are symptom free or have completed the required isolation period. Priority will be given to vulnerable children, children of key workers, transitioning children, SEND / 2-year children, other working parents etc.

Opening times may be subject to change, parents must adhere to the guidelines set out by the setting in accordance with the local authority & government advice

References to other relevant policies:

- Communication & Working in Partnership Policy
- Confidentiality Policy
- Equality of Opportunities Policy
- General Data Protection Regulations Policy
- Food and Drink Policy
- Non-collection of children Policy
- Payment and Collection of fees Policy
- Special Education Needs and Disability Policy
- Settling In/Transition Policy

This policy is also in line with the EYFS.

Reviewed:	October 2011
Reviewed by:	C Williams (Owner)
Next Review Date:	October 2012
Reviewed	September 2012
Next review	September 2013
Updated	30.01.13
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Next Review:	June 2015. Reviewed May 2015 by staff and owner and Manager
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Reviewed and updated	January 2019 at staff meeting by Owner, Manager and Practitioners.
Next review date	January 2020
Updated	May 2020
Next review date	May 2021
Reviewed and updated at staff meeting by Director, Managers and Practitioners	July 21 st , 2021
Next review date	July 2022
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Next review date	July 2023

Reviewed and updated at staff meeting June 14th, 2023, by Director, manager, Deputies and Educators

Next review date June 2024

Updated February 11th, 2024, re changes to EYFS

Reviewed and updated at staff meeting July 4th, 2024, by Director, Manager, Deputies and Educators.

Next review July 2025.

Reviewed and updated at team meeting October 15th 2025 by Director, Room Lead and educators.

Next review October 2026