

Admissions policy

Solihull Day Care is committed to providing high-quality early years care and education for children from 4 months to 4 years. The overarching aim of this admissions policy is to ensure a fair and transparent process for all families in compliance with the Early Years Foundation Stage (EYFS) and local authority guidance in Solihull.

More specifically, this policy aims to:

- Provide a clear framework for admission to Solihull Day Care.
- Ensure equality of opportunity and inclusion for all children and families.
- Allocate places fairly based on availability and our setting's ability to meet an individual child's needs.
- Support continuity of care and learning.

Admission Criteria

Solihull Day Care welcomes applications from all families and is committed to providing equality of opportunity. No applicant will be treated less favourably on the grounds of protected characteristics or background.

Admission is subject to:

- The child being within our specified age range.
- Availability of places in the desired session.
- Solihull Day Care's ability to adequately and sustainably meet the relevant needs of each child.
- Completion of all required documentation, including registration and contract forms, payment of any applicable deposit and registration fee, and submission of any relevant funding eligibility code.

Solihull Day Care is fully aware of its responsibilities to ensure compliance with the Special Educational Needs and Disability Act and race and gender discrimination legislation. If a prospective child has an Education, Health and Care (EHC) plan and/or an educational psychologist's report, or a formal assessment of need, it must be submitted to Solihull Day Care with the application form.

Solihull Day Care is proud of its ability to cater for a variety of learning needs throughout the setting. However, should the report(s) and/or assessment(s) raise issues which mean that the setting is unable to reasonably provide the level of care and support

required and/or admitting the child puts the safety and/or education of other members of the Day Care community at risk, Solihull Day Care may decline a place. If a report on a prospective pupil is submitted after the offer date and raises issues of the nature outlined above, Solihull Day Care reserves the right to decline or withdraw a place offer. All fees paid will be refunded in this case.

Priority for places may be given to children with siblings already attending the nursery.

Application Process

1. **Initial Enquiry:** Parents/carers contact the nursery via phone, email, or website.
2. **Application Form:** Parents complete the official registration form to include a **minimum of two full days per week.**
3. **Tour and Meeting:** Families are encouraged to visit the nursery, meet staff, and discuss their child's needs if a place is available to offer.
4. **Offer of Place:**
 - Offers are made based on session availability and admission criteria.
 - Parents are notified in writing.
5. **Acceptance:**
 - Parents confirm acceptance by signing the nursery contract, paying the registration fee and submitting all required documentation including, but not limited to, birth certificate, funding code, immunisations etc.
6. **Settling-In Period:**
 - A flexible induction plan is agreed with parents to help children settle comfortably. This generally consists of a 1-hour session with parents present, followed by a 2-hour session with the child alone as close to their notional start date as possible.

Reserve List

- If the relevant section of our Day Care provision is full, children may be placed on a reserve list, but this does not guarantee that a place will be offered at a later date.



Equal Opportunities

Solihull Day Care ensures that every child has the right to access nursery provision without discrimination. We:

- Welcome children of all abilities and backgrounds.
- Make reasonable adjustments, wherever possible, for children with special educational needs and disabilities (SEND).
- Work in partnership with parents and external professionals to support children's development.

Fees and Funding

- Solihull Day Care fees are outlined on our website or on request.
- We accept funded early education places for 9 months, 2, 3, and 4-year-olds in line with Solihull Council's guidance.
- Full fee-paying sessions are available for children not eligible for funded hours.

Deferred Admission, Transitions and Extended Placements

- Children may defer starting until a later date if necessary, subject to session availability.
- Transition plans are developed to ensure a smooth move from home or another setting to the nursery.

Solihull Day Care provides early years education and care within the hours, sessions, and age range specified in each child's contract. In line with the Equality Act 2010, the nursery aims to treat all children and families fairly while ensuring safety, quality, and compliance with our staffing and resource capabilities.

Parents/carers should note the following regarding placements:

- Solihull Day Care is not obliged to provide education or care beyond the hours, sessions, or terms agreed in the child's contract.
- Solihull Day Care is not required to adapt its provision to accommodate delayed admission or statutory school requirements.
- Solihull Day Care does not normally extend a placement beyond its normal age range or business model.



Park Avenue, Solihull, B91 3EJ TEL: 0121 711 2557

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- Decisions regarding extended placements will be made based on legitimate operational and safeguarding factors, including but not limited to:
 - Solihull Day Care’s ability to meet the child’s needs safely or appropriately within the existing provision.
 - Limitations in staffing levels, staff training, or staff-to-child ratios.
 - Resource, space, or equipment constraints that would impact the quality of care and learning.

This approach ensures the nursery remains compliant with the Equality Act 2010 while balancing individual child needs with the capacity to provide safe, high-quality care for all children.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>31/03/2026</i>	<i>Jess Dolan</i>	<i>01/09/2026</i>