



— Little —
ELMHURST

ADMISSIONS POLICY

Children are admitted to Little Elmhurst on a non-selective and inclusive basis. The Nursery accepts children regardless of gender, race, cultural background, religion, physical or mental ability or disability, health or social class and as long as we can meet their learning and development needs. Staff members are aware of and are sensitive to each child's needs, level of development and background.

The nursery is registered to take 44 children, 15 children in room 1 & 2 (Discoverers and Explorers), 29 children in room 3 & 4 (Adventurers and Pioneers). The nursery is open Monday – Friday 8.00 -18.00, 51 weeks a year, except for bank holidays and up to 5 INSET days per year. These staff training dates will be published at the start of each academic year for the following year and can be found on the school website.

Admissions Process

A child can be considered for a place in the nursery from the age of 6 months old. In order for the nursery to maintain a balanced distribution across the 5 days, it may be necessary for parents to accept alternative available sessions when first registering.

In the event of there being a limited number of vacancies for any one session, children are admitted in order of date of enrolment. We will aim to offer alternative days, where we cannot fulfil first choice requests.

The following criteria are used to determine and allocate the places. Priority will be given to:

1. Siblings of existing Elmhurst pupils
2. Non-siblings, who are registered to attend Elmhurst
3. Children of Alumni
4. Full Time children
5. Term time only children

Within each category if there are more children applying than spaces available, then we will use the dates of when the parents/carers sent the completed registration form (including signed and initial terms and conditions), along with the registration fee and deposit. 'Early Years Funded Entitlement (FE) only' sessions are available each day subject to availability.

How to apply for a space at Little Elmhurst

- Following your enquiry with us, we will send you the application form for you to complete with your desired sessions.
- We will offer you a tour of Little Elmhurst and Elmhurst Prep School.
- Once you have returned your completed application form to admissions@elmhurstschool.net, this will be reviewed to check the availability and an offer letter and T&C's will then be sent out to you. In the event that we are unable to offer you a place, we will then offer you a place on our waiting list.
- For each child you register with us, a completed acceptance form must be returned along with, a non-refundable registration fee of £100.00, a refundable deposit of £700.00 and signed T&C's, all of which must be returned within 10 working days. After this period, if we have not received this information then the space will be allocated to another child. The non-refundable registration fee does not apply to children accessing only FE funding and a refundable deposit of £350 will be taken and will be refunded on starting at the nursery.
- One month before your start date, settling sessions will be planned with a member of the Little Elmhurst team. During the visit we will organise your enrolment forms.

The Waiting List

If you are unable to register your child for the days / start date you require, we will ask you if you'd like to be added to our waiting list. Please be aware that addition to the waiting list does not guarantee a nursery space for your child. If a space becomes available which may suit your requirements, we will email to ask if you would like to take it up.

Once your child has been offered a place at Little Elmhurst, parents/carers can be confident that the place will be allocated for the child for as long as it is required. Attendance at Little Elmhurst will give you priority for a place in Reception but does not guarantee you a place at Elmhurst Prep School. Further information on the admission process for Elmhurst Prep School can be obtained from the Admissions Office.

Minimum Booking

We offer full day sessions. One session at Little Elmhurst is 8am- 6pm with a minimum booking of three sessions. These sessions are for the full 51 weeks that the nursery is in operation with a limited number of term time only places available to siblings in Elmhurst Prep.

Little Elmhurst's provision model is that children attend for a minimum of three days. This way, they get the most out of the learning and activities we offer, and we can be more flexible in planning the day to meet their needs. We recommend that pre-school pupils gradually increase their days to prepare them for the transition to formal schooling.

Funding

At Little Elmhurst, we have stretched the government funded 15 and 30 hours over the whole year. This is to align the government funding proposal to our operating hours. You can check your funding eligibility by visiting the [Best Start in Life](#) website.

15 Hours Funding – Will be given as 11.10 hours per week

30 Hours Funding – Will be given as 22.21 hours per week

An additional charge is made for additional services for funded only sessions unless a parent opts out. (See Appendix 1). Note: We will accept applications for those qualifying for eligibility funding where capacity allows.

Exclusions

Every effort will be made to integrate all children and to promote positive behaviour. The nursery management reserves the right to request a parent to withdraw a child if absolutely necessary, but only after discussions with the parents and with specialists/ advisors and the EY SEND team. In the rare case of this being necessary the unused balance of fees will be reimbursed.

Notice period for removing your child from Little Elmhurst

If you wish to withdraw your child from our Nursery or reduce your child's sessions (in Nursery or Pre-Reception) you must give eight full weeks' notice, in writing. Failure to provide such notice will result in fees being charged in lieu for the ensuing weeks. Please note that the paid hours will be 8 weeks notice but FE funding hours are transferable after 4 weeks.

This policy was adopted on	Signed on behalf of the nursery	Date for review
June 2025	Sara Marriott	June 2026

Appendix 1: Additional Services

Little Elmhurst provides extra-services for the most effective provision and support of all children. Government funding does not pay for all the things that make Little Elmhurst a special place. From our outside environments, freshly cooked meals, as well as our Education specialists including Spanish, PE, Drama, Phonics, Numeracy, Literacy and Music.

Additional service charges include charges for

- Food services, such as tea and snacks.
- Disposable consumables, such as gloves, aprons, wipes
- Specialist teaching including Spanish, PE, Drama, Phonics, Numeracy, Literacy and Music.

Parents are free to provide their own food and consumables instead, and none of the above services must be provided as a condition of your child accessing their EYFE place. If at any point you wish to provide your own, please be aware that: food must adhere to Little Elmhurst healthy eating and allergy policy. If children attend their EYFE session without sufficient food or consumables (i.e food that does not adhere to our policy), then these will be provided by Little Elmhurst at a cost to the parent.

For more information on charges for additional hours and services, please see our fee policy.

For children that are attending for the full day and in receipt of the 2, 3 & 4 yrs EYFE funding, parents are free to provide the additional services. If at any point you would like to change your mind please provide us 4 weeks notice of the change.

Please see below the charges per day for additional services for children who are accessing the 9 month to 4 year old EYFE funding hours.

Additional services *	Universal EYFE for 9 month - 2YO per day	Universal EYFE for 2YOs per day	Universal EYFE for 3 and 4YO per day
Food consumables	2.00	2.00	2.00
Disposables	3.50	2.50	1.50
Specialist teaching	1.50	2.50	3.50
Total cost per day	7.00	7.00	7.00

*Charges for additional services between September 2025 & April 2026

Appendix 2: Allocation of funded hours

At Little Elms, we operate EYFE for 15 and 30 hours for eligible parents stretched across 51 weeks.

To access funding

EYFE Pattern of Delivery:

Funded sessions are capped at ten hours per day by the government so we allocate the funded sessions to the first sessions of your week.

Example

If your child attends on a Monday, Wednesday and Thursday, and you are accessing year round funding of 30 hours, this will be pro-rata'ed at 21.21 hours per week. Therefore, the first two full days will be eligible for 10 hours of funding. The remaining 2.21 hours of funding are deducted from the cost of Thursday (£84 per day charge).

The charge for additional services is added (see appendix 1) but this is not a condition of accessing EYFE funded hours.

Any sessions in excess of the funded hours are privately paid. On privately paid sessions, food and consumables (where available) are included within the fees. Any privately paid sessions automatically include food and consumables.

	M	Tu	W	Th	F
	8:00 - 18:00 Core Specialist teaching, breakfast, snack, lunch and tea	8:00 - 18:00 Core Specialist teaching, breakfast, snack, lunch and tea	8:00 - 18:00 Core Specialist teaching, breakfast, snack, lunch and tea	8:00 - 18:00 Core Specialist teaching, breakfast, snack, lunch and tea	8:00 - 18:00 Core Specialist teaching, breakfast, snack, lunch and tea
Time	08:00 - 18:00 EYFE Additional services Tea & Consumables £7.00 Opt out payment for the day	08:00 - 18:00 EYFE Additional services Tea & Consumables £7.00 Opt out payment for the day	08:00 - 18:00 EYFE (until max) Additional services Tea & Consumables £7.00 Opt out payment for the day	08:00 - 18:00 EYFE (until max) Additional services Tea & Consumables £7.00 Opt out payment for the day	08:00 - 18:00 EYFE (until max) Additional services Tea & Consumables £7.00 Opt out payment for the day