Admissions POLICY

Al Risalah Nursery



September 2026

Purpose

At Al Risalah, we are committed to being as inclusive as possible regarding admissions at our nursery.
We also strive to be a provider of funded childcare without it impacting the quality of our provisions.
This policy outlines our approach to nursery and out of school club admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

Legal Framework

This policy relates to sections 3.28 and 3.57 of the Early Years Foundation Stage.

15-hour places and 30-hours places

We offer both 15- and 30-hour funded places. Parents eligible for 30 hours must specify this on the application form and provide all supporting documentation. It is the sole responsibility of the parents to ensure that their funding is secure for each term by reconfirming their details with HMRC.

We also offer flexible, part-time sessions, subject to availability.

Nursery Admissions

At Al Risalah nursery we care for children between the ages of two years and four years of age, and the numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the nursery. Places will usually be offered on a first-come, first-served basis if there are places available, but if there is a waiting list, the nursery will use the following admission criteria which will be applied in the following order of priority:

1. Children currently attending who are increasing their sessions
2. Children who have siblings already attending the nursery
3. Children of Al Risalah employees
4. Looked after children
5. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the nursery

A child requiring a full-time place may take priority over one requiring a part-time place.

Fully funded sessions may be available for two, three and four-year olds, subject to eligibility and the availability of sessions and staffing arrangements. No additional charges will be made for those sessions, but attendance will be limited to specific hours, and charges will be incurred for any additional attendance.

These sessions will have a termly intake in line with the admission criteria above. All funded sessions are now in line with the flexible arrangement as specified by the Government.

When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief. We strongly believe that all children should have fair and equal access to snacks and activities and we therefore do not charge any top-up fees for funded-only sessions, even on an optional basis.

Prior to a child attending nursery, parents must complete and sign an Emergency contact form and General information form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details of two individuals who are not the parents, parental responsibilities, dietary requirements, collection arrangements, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations, SEN information etc.

A parent declaration form issued by Wandsworth must also be signed by a parent or legal guardian of the child each term to confirm attendance at Al Risalah Nursery. This ensures that we receive funding for your child. Failure to do so may result in your child losing their place at Al Risalah nursery.

Children leaving the nursery

All cancellations must be made with 4 weeks of written notice. Where no notice is given, it is standard practice to claim funding for 4 weeks and you may not be able to secure a place at an alternative setting.

Policy written by: Shazra Abbasi