53. Admissions Policy

Mini Adventures – Early Years Preschool

Applies to admissions for children aged 2 to 5 years, subject to the setting's registration, capacity and staffing arrangements.
Our approach

Mini Adventures aims to provide fair, transparent and inclusive access to preschool places. We currently care for up to 39 children, subject to the maximum numbers, ages, space, staffing ratios, qualifications, facilities and other requirements set out in the Early Years Foundation Stage (EYFS) and our Ofsted registration.
Admissions decisions will be made in accordance with this policy, our Equality and Inclusion Policy, our SEND arrangements, our safeguarding responsibilities and, where applicable, the requirements of Leicestershire County Council for funded early education places.

Admission criteria

Where demand exceeds available places, the following criteria will normally be considered in the order shown:
Children who are looked after by a local authority or who are otherwise entitled to priority under applicable local authority arrangements.
Children known to the local authority to have special educational needs and/or disabilities (SEND), where the setting is able to meet the child's identified needs with appropriate support and reasonable adjustments.
Children who are vulnerable and have an active Child Protection Plan, Child in Need plan or other relevant statutory support arrangement, where priority is appropriate and consistent with the child's needs.
Children who have a sibling already attending Mini Adventures.
Children whose parent(s) or carer(s) live within the local area.
Where places remain available, applications will be considered according to the date a complete application is received, subject to the child's eligibility, required information and the availability of an appropriate place.
The above criteria are not intended to create an absolute entitlement to a place. Mini Adventures must also consider whether the requested sessions can be safely and appropriately provided within our registered capacity, staffing arrangements, premises and ability to meet the child's individual needs.

Equality, inclusion and SEND

Mini Adventures will not unlawfully discriminate against a child or family. We welcome children irrespective of protected characteristics under the Equality Act 2010 and will consider reasonable adjustments for disabled children.
A child will not be refused admission solely because they are disabled or have additional needs.
We will discuss a child's individual needs with parents/carers and, where appropriate, with relevant professionals, before admission.
We will consider reasonable adjustments, available resources, staff training, risk management and any specialist support required.

Where a child has an Education, Health and Care Plan or other relevant plan, we will work with the family and professionals to understand and implement the provision that applies to the setting.
We will keep decisions about admission and any support offered under review as the child's needs develop.

Information required before a child starts

Before a child attends, parents/carers must complete the setting's registration and contractual documentation and provide the information reasonably required to keep the child safe and meet their needs.
Child's full name, date of birth and address.
Parent/carer contact details and details of parental responsibility.
Emergency contact details and collection arrangements.
Health, medical, dietary, allergy and additional-needs information relevant to the child's care.
Relevant doctor/health professional or other professional details where required for safe care.
Permissions and consents required by the setting.
Funding eligibility information and declarations where the child is accessing a funded early education entitlement.
Any other information reasonably required under the EYFS, safeguarding procedures or the setting's policies.

Funded early education places

Mini Adventures offers funded early education places to eligible children, subject to availability and the terms of our current agreement with Leicestershire County Council.
Government-funded early education entitlements are subject to eligibility rules, funding periods and local authority arrangements.
Parents/carers will be informed about the funded hours and the sessions available at the setting. We will discuss the family's requirements and, where possible, seek to accommodate their preferred pattern of attendance, taking account of availability, staffing, capacity and the applicable funding rules.
A funded place is not necessarily a place available at any time or on any pattern requested by a parent. The pattern of funded hours offered will be explained clearly and will comply with the applicable local authority funding agreement.
Where chargeable hours, meals, additional services or other permitted charges apply outside the funded entitlement, these will be explained separately and transparently. The setting will not make unlawful charges or impose conditions that are inconsistent with the applicable funded early education requirements.

Allocation of sessions

Places and sessions are offered according to availability. A request for a full-time place does not automatically take priority over a part-time request. Where there are competing requests for the same place or session, Mini Adventures will apply this admissions policy consistently and will consider the child's needs, the applicable priority criteria, occupancy and safe staffing arrangements.

Safeguarding and suitability

Safeguarding is central to the admissions process. Where information provided before admission raises a safeguarding concern, the setting will follow its Safeguarding and Child Protection Policy and, where necessary, seek advice from the DSL and relevant professionals before the child starts.
Admission decisions will not be delayed unnecessarily where a child needs early help or safeguarding support; however, the setting must ensure that it can provide care safely and lawfully within its registration and staffing arrangements.

Waiting lists and offers

Where no suitable place is immediately available, the child may be placed on a waiting list with the parent/carer's agreement.
Parents/carers will be informed when a place becomes available and will be given reasonable information about the sessions offered.
An offer may be subject to completion of registration information, confirmation of eligibility for any funded entitlement and agreement of the relevant contract and terms.
A place may be withdrawn or an alternative arrangement considered where essential information is not provided or where the setting cannot safely meet the child's needs, following appropriate discussion and advice.

Complaints and appeals

Parents/carers who are unhappy with an admissions decision should raise the matter with the setting manager in the first instance. Complaints will be handled in accordance with the Complaints and Compliments Policy. Where the issue concerns a funded place or a local authority decision, parents/carers may also be directed to the relevant Leicestershire County Council process.

Relevant legislation and guidance

Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers, effective from 1 September 2026.
Equality Act 2010, including duties concerning discrimination and reasonable adjustments for disabled children.
Children Act 1989 and Children Act 2004, including safeguarding and welfare duties.
Working Together to Safeguard Children 2026.
Early Education and Childcare statutory guidance, valid from 1 April 2026.
Early Years Entitlements: Local Authority Funding Operational Guide 2026 to 2027.
Applicable Leicestershire County Council early years funding, admissions and SEND arrangements.
Policy review

This policy will be reviewed at least annually and sooner if legislation, statutory guidance, Ofsted requirements, local authority funding arrangements or the setting's registration/capacity changes.