

Bloom Childcare

Admissions Policy

Fair, transparent and inclusive access to childcare

Document Register Detail			
Document Name:	Admissions Policy		
Document ID:	B0030	Issue Date:	1 st October 2026
Version:	V1	Review Date:	1 st October 2027
Responsible Person:	Mark Johnson - MD	Status:	Live

1. Policy Statement

Bloom Children's Day Nurseries and Out of School Clubs are committed to providing fair, transparent and inclusive access to childcare and education. This policy ensures admissions are managed consistently, equitably and in line with statutory requirements.

Bloom welcomes children and families from all backgrounds. Our admissions process is non-discriminatory, transparent, clearly communicated, prioritised against defined criteria, and supports inclusion and accessibility.

2. Scope

This policy applies to applications for any place at a Bloom setting, including funded and fee-paying places, and to waiting list management, transitions and re-admissions.

3. Definitions

Term	Definition
Funded Entitlement	Government-funded hours available to eligible children (e.g. 15/30 hours).
Waiting List	Register of children waiting for a place where current demand exceeds capacity.
Parent Agreement	Written agreement between Bloom and the parent/carer setting out sessions, fees and terms.
Key Person	The named member of staff with primary responsibility for a child's settling and progress.

4. Roles and Responsibilities

Managing Director

- Ensure this policy is compliant and reviewed annual.

Area Manager

- Ensure this policy is adhered to across all settings.

Setting Manager / Admissions Officer

- Manage setting applications, registration meetings and setting waiting list.
- Liaise with the relevant Local Authority on funded entitlements and inclusion funding.

Admissions Officer (where applicable)

- Manage initial application contact, registration meetings and all waiting lists.
- Process registration paperwork, fee schedules and contractual documentation.

SENCo

- Support admissions for children with SEND, including transition planning and inclusion funding applications for the setting.

5. Admission Criteria

Places are offered subject to availability and may be prioritised as follows:

1. Children with siblings already attending the setting.
2. Children with identified Special Educational Needs or Disabilities (SEND).
3. Children living in the local community.
4. Government-funded places (2-, 3- and 4-year-old entitlements, including working family entitlements).

Where demand exceeds capacity, a waiting list is maintained.

6. Equality of Access

Bloom operates in line with the Equality Act 2010. No child will be refused a place on the basis of:

- Gender or gender reassignment.
- Race or ethnicity.
- Religion or belief.
- Disability.
- Family structure.
- Socio-economic background.

Reasonable adjustments will be made to support access wherever possible.

7. Application and Registration Process

Parents/carers are required to:

- Complete an application form.
- Provide required documentation, including the child's date of birth, medical information and allergies, and emergency contact details.

A registration meeting is held to:

- Explain policies and procedures.
- Confirm sessions and fees.
- Discuss individual needs and reasonable adjustments.
- Introduce the key person and settling-in plan.

8. Fees and Funding

- Fees are clearly communicated in advance and set out in the Parent Agreement.
- Payment schedules and policies on late payment are outlined in the Parent Agreement.
- Government funding is applied in line with eligibility criteria.
- Families are supported with funding applications, including EYPP, where required.

Fee increases are communicated with appropriate notice.

9. Attendance and Absence Reporting

Parents/carers must inform the setting as early as possible if a child will be absent and provide reasons for absence. If a child does not arrive by 10:00 (full day / AM session) or 14:00 (PM session), staff will contact the parent/carer to confirm the child's whereabouts. Extended absences must be agreed in advance

10. Waiting List Management

- Children are placed on a waiting list when no spaces are available.
- Priority is reviewed regularly.
- Families are contacted as soon as a place becomes available.

11. Transition Arrangements

Bloom supports smooth transitions by:

- Offering settling-in sessions.

- Assigning a key person.
- Sharing information with parents.
- Liaising with schools and other settings, with parental consent.

12. Linked Policies and Documents

- SEND Policy
- Equality & Diversity Policy
- EYPP Policy
- Safeguarding and Child Protection Policy
- Parent & Community Engagement Policy

13. Monitoring and Review

This policy is reviewed annually or in response to changes in legislation or funding arrangements.

14. Policy Approval and Sign-Off

DECLARATION			
Role	Name	Signature	Date
Managing Director / Duty Holder	Mark Johnson		1 st October 2026