



Admissions Policy

Policy Code: FS-ADM-001

Version: 1

Effective Date: 26.03.2026

Review Date: Annually

Statement of Intent

Nurture & Grow Forest & Play is committed to providing a fair, transparent, and inclusive admissions process in line with:

- *Early Years Foundation Stage (EYFS)*
- *Local Authority funding agreements*
- *Equality Act 2010*

We aim to offer high-quality outdoor early years provision while ensuring all admissions decisions are made fairly, consistently, and in the best interests of children and the safe running of the Forest School environment.

1. Scope

This policy applies to all admissions to:

- *Forest School provision*
- *Outdoor learning sessions*
- *Funded and non-funded places*

2. Forest School-Specific Considerations 🌳

Due to the outdoor nature of provision, admissions are subject to additional considerations:

- *The physical environment (uneven ground, woodland terrain)*
- *Staffing ratios for higher-risk activities*
- *Weather-dependent operation*
- *Children's ability to safely access and engage in outdoor learning*

All admissions decisions will consider whether the setting can:

- *Safely meet the child's individual needs*
- *Maintain appropriate supervision and ratios*
- *Provide suitable support for SEND where required*



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Reasonable adjustments will always be considered in line with our Inclusion Policy.

3. Admissions Process

- *Parents must submit an enquiry or registration form*
- *A waiting list may operate where demand exceeds availability*
- *Places are offered via email*
- *Parents must confirm acceptance within the stated timeframe*

A place is only secured once:

- *Registration form is completed*
- *Required documentation is received*
- *Deposit (if applicable) is paid*

4. Waiting List

Where a waiting list is in place:

- *Joining the waiting list does not guarantee a place*
- *Places are allocated based on availability and suitability for sessions*
- *Priority is given based on the criteria below*

5. Admissions & Allocation of Places

Places at Nurture & Grow Forest & Play are allocated based on availability, staffing ratios, the needs of the child, and the operational requirements of the provision.

When allocating places, consideration may be given to:

- *Existing children wishing to increase sessions or attendance patterns*
- *Siblings of children already attending*
- *Children requiring continuity and consistency of care*
- *The age and stage of development of the child*
- *Group dynamics and the wellbeing of the wider cohort*
- *Children with SEND whose needs can be appropriately supported within the provision*
- *Looked After Children or children supported by external agencies*
- *Session availability and staffing arrangements*

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As a small, relationship-based outdoor provision, maintaining consistent groups and supporting children's emotional wellbeing are important considerations within our admissions process.

The setting reserves the right to allocate places in a way that supports the safe, effective, and sustainable operation of the provision.

6. Forest School Readiness Assessment 🌿

Prior to admission, consideration will be given to:

- *Child's ability to engage safely in outdoor environments*
- *Clothing and equipment requirements (discussed with parents)*
- *Medical or additional needs*
- *Risk assessments where required*

Where necessary, a settling-in or trial session may be offered to ensure suitability.

7. Funded Places

Funded early education places are available subject to eligibility and availability.

- *Funded sessions are offered in line with government guidance*
- *Places may be limited to specific sessions*
- *Termly intake may apply depending on funding requirements*

Funded-Only Places

Children accessing funded-only hours:

- *Will not be charged for funded sessions*
- *May be asked for a voluntary contribution towards:*
 - *Meals and snacks*
 - *Consumables*
 - *Forest School resources and activities*

All contributions remain voluntary and are not a condition of attendance.



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8. Inclusion and Equality

We are committed to inclusive practice and will not discriminate on the basis of:

- Gender
- Race or ethnicity
- Disability
- Religion or belief
- Family background

We will work in partnership with parents and external agencies to support children with additional needs.

9. Documentation Requirements

Before a child starts, the following must be completed:

- Registration form
- Contract/terms agreement
- Emergency contact details
- Medical and dietary information
- Permissions and consents

10. Settling-In Process

All children will be supported through a settling-in process which may include:

- Short initial sessions
- Gradual increase in attendance
- Parent communication and support

This is particularly important in a Forest School environment where children are adapting to outdoor routines.

11. Right to Refuse or Withdraw a Place

The setting reserves the right to:

- Refuse a place where needs cannot be safely met
- Withdraw an offer if information provided is inaccurate
- Adjust sessions based on operational or safety requirements



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12. Health, Safety and Suitability

Admission is conditional on:

- *Children being well enough to attend*
- *Parents providing appropriate outdoor clothing*
- *Agreement to follow Forest School safety expectations*

13. Related Policies

- *Safeguarding and Child Protection Policy*
- *Health and Safety Policy*
- *Behaviour Policy*
- *SEND Policy*
- *Forest School Risk Assessments*

14. Policy Review

This policy will be reviewed annually or following:

- *Changes in legislation*
- *Operational changes*
- *Forest School development updates*