



Admissions Policy

Bijou Day Nursery & Crèche, Cowbridge

Policy owner: Nursery Manager / Rheolwr y Feithrinfa

Version: 2.0

Last reviewed: June 2026 / Mehefin 2026

Next review: June 2027 / Mehefin 2027

Approved by: Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

1. Policy Statement

Bijou Day Nursery & Crèche welcomes all children and families. We are committed to providing inclusive, high-quality Montessori-inspired early years education and care. This policy outlines our admissions procedures to ensure a fair, transparent and supportive process for every family.

This policy complies with the Childcare Act 2006; Equality Act 2010; Additional Learning Needs and Education Tribunal (Wales) Act 2018; National Minimum Standards for Regulated Childcare (Wales) 2016; and CIW guidance.

2. Age Range

We accept children from 3 months to 5 years of age (or until they start full-time school). Places are allocated on a first-come, first-served basis, subject to availability and appropriate staffing ratios.

3. Registration Process

- 1. Initial enquiry:** Parents contact us by phone, email or through our website to express interest
- 2. Show-around visit:** Parents are invited to visit the nursery, meet staff and see our environment. This can be arranged at a mutually convenient time
- 3. Registration form:** Parents complete a full registration form providing essential information about their child, including medical needs, allergies, dietary requirements, emergency contacts and any additional needs
- 4. Parent Pack & Policies:** Parents receive the Parent Pack containing our policies, procedures, fee structure and key information
- 5. Settling-in sessions:** Before a child's official start date, settling-in sessions are arranged (refer to our Settling-In Policy)
- 6. Contract & fees:** A signed parent contract and deposit are required to secure the place

4. Waiting List

If no places are available, children will be placed on a waiting list. Places are allocated as they become available based on the date of registration. We will contact families as soon as a place becomes available.

5. Inclusion

- We welcome children of all abilities, backgrounds, ethnicities, faiths and family structures
- We do not discriminate against any child or family in our admissions process
- Where a child has additional learning needs (ALN), we will work with parents and external agencies to assess how we can best support the child
- Reasonable adjustments will be made to ensure accessibility

6. Funded Places

- **Flying Start:** Bijou is an approved Flying Start provider offering funded part-time childcare for eligible 2-year-olds in the Vale of Glamorgan
- **Foundation Phase Nursery Education (FPN):** Funded places are available for eligible 3- and 4-year-olds for a minimum of 10 hours per week during term time
- Funded hours can be combined with additional paid sessions

7. Fees & Payments

Fees are outlined in the Fee Schedule and Parent Contract. Please refer to our Parental Leave & Fees Policy for full details on payment terms, notice periods and fee adjustments.

8. Withdrawal of a Place

We reserve the right to withdraw a place if the information provided is found to be materially inaccurate, if fees remain unpaid after reasonable notice, or if the behaviour of a parent/carer poses a safeguarding risk to children or staff.

Bijou Day Nursery & Crèche
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