

Admissions and Absence Management Policy - February 2026

Aim of the Policy

To establish a clear and consistent process for allocating nursery places and administering Early Years Entitlement Funding (EYEF) across Minibugs.

To ensure a transparent and systematic approach for reporting absences, in accordance with the requirements of the Early Years Foundation Stage (EYFS) Framework and the nurseries funding agreements.

Admissions

We operate an Inclusion and Equality Policy and ensure that all children are treated with the same level of respect and fairness, irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Upon making an enquiry for a place at Minibugs Nurseries, the Nursery Management team will invite parents/carers with the child/ren into the nursery to discuss their childcare requirements. It is important that any medical need or required medication is disclosed at this stage.

Upon review and following confirmation that the nursery is able to fulfil the childcare requirements, the Nursery Management team will provide details of sessions available, including a start date and settling in session where applicable. Where the nursery has reached capacity on the session/days required, the parent/carer will be placed on a waiting list and at the point a space is available will be contacted by the nursery management team to discuss whether the space is still required.

Prior to a child commencing their nursery place, parents must complete and sign the registration documentation including the terms and conditions alongside the forms documented in the Settling in and Transition Policy. The first month's fee as well as any applicable registration fee must also have been paid.

To ensure every child has a smooth and well-prepared transition into nursery, we kindly ask parents and carers to stay in contact with us in the lead-up to their child's start date. If we do not receive any response or communication from a parent/carer at least two weeks before the agreed start date—despite several attempts to reach out—the nursery will assume the place is no longer required. A confirmation email will be sent to the parent/carer to notify them of this and to advise on how to reapply should they wish to take up a place in the future.

Early Years Education Funding

Minibugs offer the Early Years Entitlement Funding in line with the Governments eligibility criteria, available as follows:

<p>Birthday between these dates</p>	<p>Funding available from the following dates for children aged from; 9-23 months, 2 years, 3-5 years <i>(subject to criteria)</i></p>
<p>1 April and 31 August</p>	<p>1 September following their birthday until statutory school age or if they are 9 months old before this date</p>

1 September and 31 December	1 January following their birthday until statutory school age or if they are 9 months old before this date
1 January and 31 March	1 April following their birthday until statutory school age or if they are 9 months old before this date

Further information around Early Years Funding for parents can be found here: gov.uk

Minibugs will claim for the funding each term on behalf of the parent. However, to ensure the ongoing use of funding available, it is the parent's responsibility to ensure local authority requirements are met with regards to reconfirming eligibility on a termly basis. Where this is not done, funding cannot be claimed, and all sessions will become chargeable.

Regular attendance is important to ensure your child receives their full entitlement and to help us maintain the funding that supports their place. Please be aware that continued absences or irregular attendance patterns—such as repeated late drop-offs or early pick-ups—may lead to the local funding team reviewing and potentially reclaiming some or all of the funding allocated to your child's place.

If this happens, it may affect the sessions we are able to offer, and we may need to cancel or rearrange your child's funded hours or sessions. In these circumstances, the nursery may terminate the child's place, and the parent/carer will be liable to cover the cost of any unpaid hours of childcare.

If any concerns arise, we will always do our best to work with you, communicate openly, and support you in resolving the situation wherever possible.

Additional charges to parents/carers must not be a condition of using funded hours with us, therefore should you wish to opt out of paying for your child's meals when accessing funded hours, there are alternative options available to you. Alternatives can be discussed with your Nursery Manager and may change from time to time based on nursery policies.

Reporting Absences

In line with the statutory guidance Minibugs must understand why children are absent for any sessions booked, therefore it is important that parents/carers report any absences at the start of the session booked.

Should a parent/carer not notify the nursery of an absence, the nursery will make contact with the contacts detailed in the registration form including the emergency contacts.

Should there be any safeguarding concerns regarding the absence of a child the safeguarding and child protection policy will be followed.

Accessibility

Minibugs Nurseries are open Monday to Friday, all year round but are closed on bank holidays and over the festive period from Christmas day, re-opening on the first working day in the New Year. Minibugs offer full and part time places in line with our pricing structure, subject to availability, and where possible will accommodate parental requests for additional sessions.



Minibugs is registered to care for children aged 0-5 years by Ofsted. The numbers and ages of children admitted to the nursery comply with the legal space requirements and adult: child ratios set out in the Early Years Foundation Stage (EYFS).

Minibugs provides nutritious, balanced meals on-site, prepared by dedicated cooks, which form a vital part of our childcare offering in supporting children's health, wellbeing and development, giving children the energy and focus they need to thrive throughout the day. However, as part of our commitment to make childcare accessible for all families, Minibugs have established an application process to support families who are unable to pay for the cost of meals when accessing funded hours. Should you require our exemption form please speak to your Nursery Manager.

Minibugs Nurseries retains the right to refuse admission to any child or family whose individual or familial circumstances may impact upon the ability of Minibugs Nurseries to meet its duty of care to other children in its settings or the ability of Minibugs Nurseries to fully safeguard all children and staff within its settings.