



Admission and Waiting List Policy

1. Introduction Little Cygnets Nursery is committed to providing high-quality childcare and early years education to all children and families within our community. We strive to be as inclusive and flexible as possible to meet the diverse needs of families. However, due to limited capacity, there may be instances where we reach maximum enrollment. In such cases, children will be placed on a waiting list.

2. Waiting List Management

- The nursery waiting list is managed through the Family app.
- Parents/guardians are required to complete an online waiting list form to register their interest. The form can be accessed via the link provided on our website or below.
- Placement on the waiting list does not guarantee a space at the nursery.

3. Allocation of Spaces When a place becomes available, the following criteria will be considered when offering a space:

- The date of registration on the waiting list.
- The child's age and suitability for the available space.
- Sibling priority (where a sibling is already attending the nursery).
- The family's requirements and preferred attendance schedule.

4. Notification of Available Spaces

- A member of the management team will contact parents/guardians via telephone or email if a space becomes available.
- Parents/guardians will be given a specified timeframe to accept or decline the offered place.
- If the place is declined, the child will remain on the waiting list unless otherwise requested by the parent/guardian.

5. Alternative Childcare Recommendations As placement on the waiting list does not guarantee enrolment, we strongly encourage families to explore alternative childcare options while waiting for a place at Little Cygnets Nursery.

6. Review and Updates

- The nursery management team will review the waiting list periodically.
- Parents/guardians are encouraged to update their details and confirm their continued interest in a place.



- If contact details change, parents/guardians must inform the nursery promptly to ensure effective communication.

[ENQUIRY FORM](#) (please click to open)

Signed (Jessica Burns): Jessica Burns

Signed (Scott Marshall): Scott Marshall

Review Date: March 2026