



Little Forest Folk

Admissions Policy

Date Created: March 2017

Date of Review: 14th July 2025

Reviewed by: Xiao Flynn

A child (aged 2 years+) can be admitted into our nursery class at either of our main intake months of April or September.

We have a strict minimum attendance policy and all children, without exception, must attend a minimum of two days each week and consistent attendance on a regular basis is expected of all children.

Nursery places are limited and all waiting list offers are subject to our availability. Wherever possible, we will offer places via email based on our criteria below. However, it's important to note, it is imperative that we operate at maximum capacity throughout the year and as such, we reserve the right to make any suitable offers necessary to ensure we remain at capacity, at any time. This includes any offers made outside of our normal admissions criteria. We also reserve the right to change, withdraw any offer of a nursery place, at any time.

If a child is offered a place via any of the waiting lists, parents must confirm acceptance by the date stipulated by us. Otherwise, we reserve the right to offer the place to the next eligible family. Once the place has been accepted, we must receive the completed online enrolment form and full payment for the enrolment fee and deposit within one week, otherwise the place is not secured, and the offer may be withdrawn. We will endeavor to inform parents of an offer by email at least 4 weeks before admission but it may be less.

If a place is offered via any of our waiting lists and rejected by the family for any reason, then their position on the waiting list will not be automatically maintained. If the family wish to remain on the waiting list for the next available days, they must specifically advise that they would like to do this or they will be removed.

For little ones joining us from 16/10/2023 onwards, our enrolment fee and deposit fees are as follows:

- A non-refundable enrolment fee of £200 and a refundable (T&Cs apply) £450 deposit is due within 5 days of acceptance. Please note that once paid, the enrolment fee is non-refundable under all circumstances, and your place at the nursery is not secured until the deposit has been received.
- For enrolled families on our internal waiting list, when enrolling a sibling with us only the enrolment fee and completed enrolment form will be required within one week of acceptance to secure the place. We only require one deposit per family.



- Please note if families have already paid £100 to be on a priority waiting list, then £75 of this will be applied to the enrolment fee.

Due to high demand for places, parents wishing their child to attend our nursery setting must first join a waiting list. There are three different waiting lists in operation:

1. **Internal waiting list:** This is our internal waiting list for currently enrolled Little Forest Folk families only and accommodates those who fall under Categories B & C below. There is no charge to join our internal waiting list. We do not guarantee places and if families do not accept the place when offered, we reserve the right to remove families from the waiting list. Our internal waiting list is managed according to the days requested, the age of the child and the number of days, then by the date of joining. When you join the list, you'll be asked for which days you would like. If we cannot offer these days, we will not automatically offer other days (other than you requested) unless you have told us at the time of signing up that you are fully flexible with the days you would like. This list cannot be joined via the website, please email the back office team directly.
3. **Waiting List for New Sign Ups:** This waiting list has a limited number of places available. The fee for securing a place on the waiting list will be £25. No guarantee of a place at our nurseries can be made and this fee is non-refundable under all circumstances. We aim to offer places within 12-24 months of joining the list. We can never make a guarantee, but we will do our absolute best to offer your child a place at one of our main intakes (April & September).
 1. If you do not accept the place when offered, you will not be refunded the fee and we reserve the right to remove you from the waiting list.
 2. If we are unable to offer you a place within 24 months of joining our waiting list, then we will refund the £25 upfront fee.
 3. If you request to be removed from the waiting list for any reason and have been on the list for less than 24 months, no refund will be given.
 4. If we contact you to ask for an update on preferences for a place or to re-confirm your interest and we do not hear from back by the date indicated, we reserve the right to remove you from the waiting list.

Normal Admissions Criteria (in order of priority)



Category A

Here at Little Forest Folk, we reserve a limited number of our places for 2-year-old children who are eligible for the government 15 hours funding assistance, in accordance with the criteria set by the local council. Please note this does not relate to those children who are eligible for the free government funded hours after their third birthday.

Category B

A child who is currently enrolled with us and would like to increase the numbers of days of attendance or change their days of attendance.

Category C

A child who at the time of application, has a brother or sister (including children living as siblings within the same family unit) attending the nursery.

Category D

All remaining places will be allocated as they become available to families on the Priority waiting list in the following order:

1. By start date first (the child must have turned two by the indicated start date)
2. By age of the child that we have a corresponding place for
3. By days requested
4. Then by order of the date that the waiting list was joined

Common FAQ's

Can I swap my child's days?

No. Please note that we are unable to swap your child's days of attendance, this is not permitted at any given time.



Can I request additional ad hoc days for my child?

Yes. You will need to email your Nursery Manager with a copy to office@littleforestfolk.com with your request giving at least one weeks' notice. If we have availability, then we will confirm over email and add the additional cost to your next invoice. Sadly, we cannot accommodate late requests and cannot guarantee we will be able to accommodate your request.

What is your notice period?

Once you have accepted a place for your child, then you will be subject to our terms of notice which are outlined in our [Terms and Conditions](#).