

## **Stramash Nursery Admissions Policy**

Stramash is part of the private, voluntary & independent sector of childcare providers. We are an independent social enterprise who provide high quality childcare in an outdoor setting across 3 local authorities. There are some variations in local procedures for registration, in particular for funded applications, and this will be communicated with you via the admin team or the nursery head of your chosen setting.

### **Process**

You can register with us at any time throughout the year. You can change your setting at any time (although a notice period may be required). If you are looking for a space within the academic year we are in, we will offer spaces based on availability and the categories below. If you are looking to start in the next academic year, spaces will be allocated after the registration season for that year.

Registration season for all settings for funding is between January and March. If your child is eligible for their funding from the following August, this is the time to register.

Registration forms & advice on how to register and claim funding are all provided on the website [stramash.org.uk](http://stramash.org.uk) and you can also book a visit or contact your local nursery from there too.

### **How to Apply**

A Stramash application form must be completed via a link provided by our admin team or the nursery head. If you are looking for a funded place, you will need to complete the corresponding local authority funding form via your Local Authority website.

Proof of identity for your child (birth certificate) and proof of address will be required to be shown to the nursery before starting.

### **How spaces are allocated**

We want all children in Scotland to have the opportunity to attend one of our high quality outdoor settings for their early years, because we believe it is the optimum place to learn and grow. We have defined our spaces allocation policy to reflect what we believe is in the best interests of the children and families who form our community. Due to the nature of our waiting lists it has been necessary to create a category criteria for allocation of spaces.

We do not accept children for less than 2 sessions, over 2 separate days per week (unless at the discretion of the nursery head).

Places will be allocated as per the below categories. Your child will be allocated a space based on the highest category that they fall into. Stramash reserves the right to override the admissions categories in exceptional circumstances. Such decisions may be made where it is deemed necessary to act in the best interests of the child.

Being placed on the waiting list for an extended period does not guarantee an offer of a place. Where two or more children fall within the same admissions category, the length of time spent on the waiting list will be taken into consideration as part of the decision-making process.

**Category 1:**

- Children attending full time year round - 30+ hrs pw - funded/non funded
- Children using all 1140 funded hours with us
- Funded 2 year olds
- Children already attending/re-registering for following year - if maintaining or increasing sessions

**Category 2:**

- Children taking full days (8-5:30)
- Children taking ½ days - must include at least 1 afternoon session per week
- Year round/50 weeks
- Children already attending/re-registering for following year - decreasing hours

**Category 3:**

- Short Day sessions (8:30-3:30pm)
- Term Time only/40 or 46 weeks
- Sibling of a child already attending

**Category 4:**

- All registrations not allocated to a previous category

If registering during registration season your application will be reviewed and an offer letter sent to you within the following timescale:

- **August - December 2026 start date:** offers issued by the end of April 2026
- **January - March 2027 start date:** offers issued by the end of October 2026
- **April - July 2027 start date:** offers issued by the end of February 2027

If we are unable to offer you your requested sessions we will make all attempts to offer you an alternative. If we are unable to offer a space that meets your needs, we will put you on our waiting list. Please note that a space is not confirmed until you receive an offer letter from us by email and formally accept the place.

We strive to accommodate as many families as possible; however, mid-year start dates in particular can be more limited and may not always be available.

## Holiday Club

Priority will be given to children already in the nursery. Spaces may be limited, and early requests are advisable.