

WESTMILL NURSERY

ADMISSIONS POLICY

Statement of intent

It is our intention to make the Nursery accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated procedures.

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of the Nursery is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Nursery is accessible - in written, electronic and spoken form - and where appropriate, in different languages. Where necessary we will provide information in Braille, or through signing or an interpreter.
- We welcome all parents/carers to visit our setting prior to applying for a place.

PROCEDURE FOR NEW ADMISSIONS & ALLOCATION OF SESSIONS FOR EXISTING CHILDREN

Admissions for **New Children**

- We accept applications for children from birth and arrange our waiting list in chronological order upon receipt of a completed registration form and registration deposit.
- A registration deposit of £100 is required to include a child on our waiting list (please see point below). This amount is deducted from your child's first half term fees. Please see our registration form for full terms and conditions of the registration deposit.
- No registration deposit is required for children who will potentially join us the term after they turn 3 years old.

Allocation of Sessions

All children are encouraged to register their interest for additional/extended sessions as soon as possible which will be recorded on our waiting list.

- Places are allocated according to the following procedure:
 - a) We prioritise and allocate places first to children who already attend our nursery. These will be offered in chronological order on receipt of the request. These may be afternoon or morning sessions. We will take into account preferences of sessions and will do our best to offer these, depending to availability.
 - b) New children will then be offered any remaining places in order of the following criteria.
 1. Any siblings already attending and where an alternative session can be offered to existing children which may not be their first preference of day or time.
 2. In chronological order on receipt of registration.
 3. If over-subscribed we will give preference to parents requiring longer than the 15 hour free place entitlement. (Should you wish for your child to access additional hours above their free 15 hours, we do charge an hourly rate for services used. Please see our website for up to date information, www.westmillnursery.co.uk.)
- We operate in accordance with HCC admissions timeline.
- We will offer places for the Autumn Term 2012 on or after: **7th May 2012**
(deadline for parents to accept places at HCC nurseries)

- **Admission for existing children in receipt of nursery funding**
- Parents/carers who wish their child to continue their nursery education with us must complete our Nursery Place Application form confirming they wish for their child to remain with us **by 30th March 2012.**
- Parents who have made an application for their child to attend an alternative nursery are required to notify us in writing that their child will be leaving us no later than **Friday 4th May 2012.**
- Should parents fail to notify us that their child will be leaving by this date then payment at our current rate and equivalent to their child's current attendance is due to cover a period of 6 weeks (please see our home/nursery agreement for further details).
- We will do our utmost to accommodate an emergency admission.
- Describing and operating the group in ways that do not discriminate in accordance with the Equality Act 2010. Including parents or other carers, and without discrimination between cultural, ethnic, religious or social groups, grounds of disability or competence in spoken English.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We strive to be as flexible as possible about attendance patterns to accommodate the needs of individual children and families.
- We will contact any previous setting a child has attended to obtain any relevant information that will help a child to settle in or progress within our Nursery.
- We do have a uniform, this is not compulsory, however we do recommend that if possible parents purchase this to enable their child to feel part of a group.

The policy was modified and adopted on (date):

Review Date:

Signed: (member of staff representing the group):

Role of signatory: