



Admissions Policy

September 2017

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1. Policy Statement

This policy is authorised by the Principal and is addressed to all members of staff, to parents and prospective parents.

2. Policy Aims

The aims of this policy are:

- to offer places to children aged two years upwards on non-selective, first come, first served, basis.
- to ensure that no child is disadvantaged because of reasons relating to ethnicity, religion, culture, family background, disability, home language, special educational needs or disability.

3. Equal Treatment

We welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our nursery community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, gender, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

4. Disability and Special Educational Needs

4.1 The Nursery has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs and Disability Act 2010* in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the Nursery can cater adequately.

4.2 The Nursery needs to be aware of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at the Nursery. Parents of a child who has any disability or special educational needs should provide the Nursery with full written details at registration, or subsequently before accepting the offer of a place.

The Nursery needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

4.3 Similarly, if special educational needs or a disability become apparent after admission, the Nursery will consult with parents about reasonable adjustments that may allow the child to continue at the Nursery.

5. Entry points

5.1 We admit most children at the age of between two to three in the mornings or the afternoons depending upon availability in the Autumn Term.

5.2 All other places become available on an occasional basis throughout the year.

6. Registrations

In order to be considered for a place, the completed registration form and registration fee must be paid. All payments and correspondence must be addressed to the kindergarten office.

7. Offers

7.1 An offer of a place is made by the Principal and is accepted when parents sign and return the acceptance form and pay the deposit.

7.2 The standard terms and conditions supplied with the offer apply together with any additional conditions set out in the offer letter and acceptance form.

8. Communication

8.1 The policy is a two-way process. We ensure that prospective parents are fully aware of the ethos and principles of The Kindergartens thereby ensuring their support for these when they join us. We do this through:

- our A-Z which is available on request and is regularly updated.
- our regular showrounds of the Kindergarten by the Headteacher.

8.2 The Principal, Headteachers and the staff are able at any time to answer questions about The Kindergartens.

Authorised by	The Vice Principal
Date	September 2017

Effective date of the policy	September 2008
Circulation	all staff / parents
Status	Drafted to comply with the statutory framework for the Early Years Foundation Stage

This policy will be reviewed annually.

Reviewed: September 2013 By: Carol Eveleigh - Principal

Reviewed: September 2014 By: Carol Eveleigh - Principal

Reviewed: September 2015 By: Carol Eveleigh – Principal

Reviewed: September 2016 By: Carol Eveleigh – Principal

Reviewed: September 2017 By: Joanne Allen – Vice Principal

Next review: September 2018 By: Carol Eveleigh - Principal