

Administration Policy

Statement of Intent

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

Aim

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

Methods

In order to achieve this aim, we operate the following admissions Policy.

- We ensure that the existence of the Nursery is advertised in places accessible to all sections of the community.
- We ensure that information about our Nursery is accessible in written and spoken form. We allow visits at all times, pre arranged to meet the requirements of parent (s), carers and Nursery. This is to ensure we protect and safeguard the interests of the children.
- We arrange our waiting list in birth order. In addition our policy may take into account the following based on the submission of a formal application form:-
 - Siblings past and present in Nursery.
 - The length of time on the waiting list.
- If financially viable we keep a place vacant, to accommodate an emergency admission.
- We do not discriminate by gender, race, language, religion or disabilities all of which are covered within other sections of this document.
- We will whenever possible seek to accommodate your preferred sessions subject to availability to be notified to you the term before your child commences Nursery.
- We are flexible about attendance patterns to accommodate the needs of individual children and families. However, it is appreciated when we are kept informed on areas of absence, i.e. illness; changes in circumstances which would help us monitor your child's development or happiness with our Nursery

Signed on behalf of the Nursery _____