

## **Nursery Admissions Policy**

Children are eligible to join the Nursery on or after their third birthday.

Nursery places are subject to availability and staffing levels.

If there are no places available, children will be put on a waiting list according to their age and date order of registration.

When a place becomes available, priority will be given to children on the waiting list in the following order:

1. Whose fourth birthday will have been reached by 31st August.
2. First-come-first served.
3. To children who have a sibling already attending the School.

*The School is only able to offer places in the Nursery to pupils who do a minimum of 3 full days per week.*

Places cannot be reserved for more than half a term in advance.

## **Enquiries**

A school prospectus will be sent and an introductory visit will be arranged for all prospective parents.

*This will enable parents to meet staff and get to know the routines of the Nursery. The Nursery Supervisor will answer any questions parents may have.*

## **Admission**

Parents wishing their child to attend the Nursery will be required to complete an Admission Form. A non-refundable registration fee of £90 is also required. This fee covers the administration of registration and a pre-Nursery visit.

Parents may register their child at any age on the understanding that completion of the Admission Form and payment of the non-refundable registration fee, does not constitute a contract for admission.

Once a child is registered for the Nursery they are placed on the waiting list.

The School will endeavour to inform parents of a place, by letter, at least half a term before admission.

## **Admissions Process**

Children are invited to spend a morning or a day in the Nursery to help them get to know the setting before officially joining us. This also gives the key workers the opportunity to assess the developmental stages of the child and prepare accordingly.

Following a successful visit, a Form of Acceptance along with the school's Terms and Conditions is required in order to secure a child's place.

## **General Information**

Children must be out of nappies and be emotionally ready to be left with another adult on a regular basis.