

Policy Statement

We believe that it is important that parents should know as much as possible about their children's education before they commit to any particular school.

Aim of the Policy

We aim to be clear and fair to all and to provide all necessary information and support.

Visiting our school

Most prospective parents visit us with their child on an individual basis. We do not make any firm offer of a place unless and until we have seen a child, so that we may assess how we can best provide for them. Visits are co-ordinated by the office. The Management will arrange for you to be shown around and you will have the opportunity to meet children and practitioners.

Coffee mornings

These are held termly, usually on the Friday before half term. They are a chance to meet children, practitioners and other parents. There is an opportunity to meet the Manager, who will give or organise a short presentation. For details of times and dates please see our website or newsletter or contact the office. You are welcome to attend even if the Friday is not your child's usual day. Younger siblings are also welcome but are your responsibility and must be under your supervision at all times..

Applying for a place

Following a visit, you are invited to apply for a place for your child. The completed application form together with (where applicable) a non-refundable registration fee, should be sent to the office. Once the registration fee has been received your place and settle dates will be confirmed. On occasions when we have considerable demand for limited spaces in a setting, we reserve the right to delay making an offer until later in the year and to put your child's name on the waiting list.

We are a non-selective organisation, welcoming children and families from a great variety of cultural, racial, faith, linguistic and social backgrounds.

Admissions Policy

Details can be found in our Equality & Diversity policy. Usually children are admitted on a simple 'First Come First Served' basis. We make an

exception by giving siblings of children who are already with us priority, because we believe that it is important that families spend time together.

Acceptance

All offers of a place will be for a minimum of two sessions per week to allow the child to settle easily and comfortably into a routine. We will arrange settling-in sessions with you, send you a settling-in guide and support you and your child during the process. Settling-in sessions are free of charge and the attendance plan will be updated with the agreed start date. Please see our separate Settling In Policy.

Review Date: 31/03/2017

Signature:



Version Control Record: Admissions Policy

Version Number	Changes Made	Date	Person Responsible
AP1	Reviewed, updated and separated from Settling In Policy (SIP1)	1/12/2013	Thea Bredie
AP2	Reviewed and updated	24/01/2015	Thea Bredie
AP3	Reviewed and updated	04/01/2016	Thea Bredie
AP4	Reviewed and updated	30/02/2017	Jacky Brown