



## Admissions Policy

School House Nursery has waiting lists for both September and year round admissions. The lists are managed by the Nursery Manager. Child numbers are strictly regulated so that the maximum legally permitted is not exceeded.

Admissions are in line with the Early Years Foundation Stage welfare requirements. Priority is given to 3-4 year old children where staff to children ratios, availability of places and waiting list order permit.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

The School House Nursery Prospectus contains brief information about admissions. We also have a full admissions policy, which is available from the Nursery and on our website. The aim is to promote fairness, understanding and transparency of the Nursery admissions process in line with the Nursery's equal opportunities policy. All individual applications are considered and any reasonable steps would be taken as required by the Special Educational Needs and Disability Discrimination Act 2001 to allow access to the Nursery for all children, parents/carers and staff. For more information about equal opportunities see our full policy on valuing diversity and promoting equality.

The Admissions Policy has been established where the majority of places are allocated for September intake. The minimum age to attend the Nursery is 2 years old.

### Admission Priority Guidelines

September entry:

- Current School House Nursery 3-4 year olds
- All other 3-4 year olds in waiting list order until all available places for 3-4 year olds are filled.
- Current School House Nursery 2 year olds
- Families with children at School House Nursery
- All other 2 year olds and under in waiting list order
- Nursery age children have priority over After School Club children

Year-round entry:

- 3-4 year olds
- Waiting list date order

### **Waiting List and Admissions Procedure**

When a prospective parent/carer contacts the Nursery, staff should:

- Complete the School House Nursery Enquiry Form and ensure that the enquiry date is recorded.
- Inform the parent that usual intake of new children takes place in September but that there is also a short-term waiting list for vacancies that arise within the Nursery throughout the year.
- Find out from the parent when they would like their child to start at the Nursery. Ask if they wish to be added to the short-term waiting list or the waiting list for the following September or both.
- Explain that the details taken will be added to the relevant list/s and explain that the nursery will contact the parent/carer when a place becomes available (short-term) or with an application form for September sessions (around Easter time).
- Send the parent an early years prospectus or refer them to the on-line version.

### **Short-term waiting list**

The nursery staff should deal with any vacancies that arise during the year and contact the appropriate person from the short-term waiting list. Sessions should be offered to people on the waiting list in strict order. If no one on the list is eligible then spaces will be advertised within the Nursery to current children.

### **September Intake**

Around Easter time the nursery staff and/or management committee should:

1. Send all new parents/carers on the September waiting list a letter asking them to complete and return an Application Form by a specific date. All new parent/carers must include a £100 deposit, which will be returned if places required can not be given. If places requested are allocated then £25 of this deposit is kept by the nursery to cover administration costs. The remaining £75 will be refundable when the child leaves the nursery providing all fees are paid and 4 weeks notice is given.
2. Send all current parents/carers a letter asking them to complete and return an Application Form by the same date as above if they wish to increase or change sessions for their child from September.
3. Send a letter to current parents of the Nursery children who will be leaving the Nursery for school plus any current "before and after school" children to see if they are interested in "before and/or after school" places from September. All new parent/carers must include a £100 deposit, which will be returned if places required cannot be given. If places are allocated then £25 of this deposit is kept by the nursery to cover administration costs. The remaining £75 will be refundable when the child leaves the nursery providing all fees are paid and due notice is given.
4. Produce a chart showing sessions with current children marked on.
5. Place returned forms in waiting list order.
6. According to the Admission Priority Rules assign children to sessions on the chart. If first choice requests cannot be accommodated move onto second choice requests. If these cannot be accommodated contact parents by phone to see if they would like to be considered for any other sessions.
7. Once all the sessions have been assigned complete the second page of the application form and return the bottom section to the parents with a suitable covering letter. Parents will be contacted within 6 weeks following the closing date for applications.

8. For any children not able to be accommodated as per their request write an individual letter and indicate what, if any, sessions are still available. Return their deposit if applicable.

### **School House Nursery Registration and Parent Contract**

Prior to a child's attendance at the Nursery, parents/carers must complete a Nursery Registration Parent/Contract Form and Initial Child profile.

### **Deposits**

All new children are required to give a £100 deposit at the time of application. If places are allocated then £25 of this deposit is kept by the nursery to cover administration costs. The remaining £75 will be refundable when the child leaves the nursery providing all fees are paid and 4 weeks notice is given.

### **Keeping your child's Nursery place**

- Should a Nursery place be allocated for the September intake but the child does not attend for some reason e.g. awaiting second birthday, the place may be retained for the child until they attend Nursery by full payment of interim fees.
- Parents of before/after school care children are required to pay full fees throughout the academic year (i.e. including school holidays except the summer holiday) as a retainer for their child's place. The nursery may be able to provide holiday care as an extra service.

### **Priority for current children at the Nursery**

Please note, September places that are given to current School House Nursery children are done so under the condition that these children will remain full fee paying children until end of August of that current year. This is because of the priority given to these children when allocating places. If children do not remain full fee paying until this date their deposit will be kept and we will not be able guarantee a place for that child in September. You may contact the nursery at this time to go back on to the waiting list. No priority will be given as your child will no longer be classed as a current child. The only exception to this is if the child is due to start Infant School in the September. In this case the child may leave School House Nursery at the end of July if 4 weeks notice is given.

### **Appeals**

In the event that any parents/carers are unhappy with decisions made under the Admissions Policy they can appeal to the Nursery Management Committee. The chair will appoint a second committee member to review the decisions. After the review has been completed the committee member responsible for the admissions process and the additional committee member will explain the decisions made to the parents/carers concerned.

This policy was adopted on:

18 March 2011

Date to be reviewed by:

31 August 2012

Signed on behalf of the Management Committee:

Signatory Name:

Lisa Kennedy

