

ADMISSIONS POLICY

1.0 Purpose:

To ensure that every child has fair access to the Nursery.

2.0 Responsibility:

The Registered Body and Manager shall be responsible for allocating places.

3.0 Procedure:

3.1 Publicity

Registered Body shall place advertisements as appropriate in the community.

3.2 Admission forms

- Admission forms are available from the nursery office.
- Parents complete application forms and return them to the nursery office.
- Administrators mark each form with the date and time received.
- Administrators file the forms as appropriate and send out relevant letters.

3.3 Admission arrangements

Priority shall be as follow:

- Age
- Sibling attending
- Current staff's children
- Children of staff on maternity leave or other

Parents wishing to enroll their child after withdrawing from the list, after refusing a place, or withdraws a child partway through the term, shall be put to the back of the list and will need to fill in a new Admission form.

3.4 Admission procedure

- All Admission forms received shall be dated and processed, thereafter relevant letters will be sent out by the Administrators.
- Once places are allocated, parents of all children on the waiting list will be notified as to whether their child has been offered a place or not.
- Parents will be notified according to their status on the waiting list prior to the termly intake.

4.0 Documentation

- Admission forms
- Birth certificate
- Parental consent forms (allergy/observation/first aid/clothing/medication etc.)
- LCC parental agreement form for nursery applicants.