

ADMISSIONS POLICY



Statement of Intent

It is our intention to make Buckles & Bows accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to Buckles and Bows through open, fair and clearly communicated procedures.

Methods

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

- We ensure that the existence of Buckles and Bows is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We arrange our waiting list on a first come first served basis. In addition, our policy may take into account the following:
 - - siblings already attending Buckles and Bows.
 - We describe Buckles and Bows and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
 - We describe Buckles and Bows and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.

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- We describe Buckles and Bows and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the Nursery.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of Buckles and Bows to ensure we accommodate a broad range of family need.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- We are registered with Ofsted to care for 2 to 5 year olds, with a maximum of 24 children per morning and afternoon session. For 2 year olds, the session numbers are reduced to 12.

Applications should be made by completing the application form and returning to the Administrator together with the £50 registration fee. The £50 consists of a £25 non refundable Administration Fee, plus a £25 deposit which is held until the last invoice. Should parents cancel the place prior to starting at Buckles and Bows then they will forfeit the full £50 deposit. We ask that we receive confirmation of the child's sessions the term before they are due to start.

In the term prior to entry, parents are invited to attend a number of sessions with their child/children. These sessions will give you and your child/children an opportunity to meet the staff and for them to play with some of the children who will be at the Nursery along with experiencing the type of activities we include for the children and the routines of the setting. These sessions are also to go through any medical issues/special requirements and generally to talk to the staff to discuss nursery life and how the EYFS is being delivered. Whilst your child is playing you will have the opportunity to read through the Policies and Procedure file.

Prospective parents wishing to visit the Nursery may do so by contacting the Nursery and

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booking an appointment.

Please note:

You are required to give the Nursery a half term's written notice of your intention to remove your child from the Nursery or if you wish to drop any sessions. Failure to do so will mean that you are liable for that half term's fees and will forfeit the £25 refund.
(See policy for Unpaid Fees).

This policy was adopted at a meeting of the pre-school held on.....

Signed on behalf of the pre-school.....

Position within group.....

Review date.....