**Wren’s Nursery**

**Admissions Policy**

The nursery provides education for pupils 2 -5 years old. Children may enter after their second birthday. Pupils may stay until Reception i.e. the year in which they become 5 years of age. Wren’s Nursery applies the regulations of admissions fairly and equally to all those who wish to attend this nursery.

**Aims and Objectives**

* We welcome children, fathers, mothers, and other relatives, other carers and people from all ethnic, religious and social groups, with and without disabilities as long as the nursery is able to meet their needs within the existing resources and facilities or with reasonable adaptations.
* The main restrictions we place on entry are that of capacity and ability of the nursery to meet the child’s needs. Numbers of vacancies are determined by the available accommodation and the ability of the nursery to meet the needs of any particular child.
* The nursery will endeavour to find a place for all children. Where a child may require additional support we will do our best to support that child and to adapt the environment and activities to include all children.
* We place notices advertising the Nursery where all sections of the community can see them, including in local magazines and newspapers and village notice boards and shops.
* In order to accommodate emergency admissions we endeavour to keep a place vacant
* We are flexible about attendance patterns and payment in order to accommodate the needs of individual children and families under 5 years old.
* We make the equal opportunities policy available to all.

**Registration Certificate**

This is displayed in the Kitchen area of the nursery.

**Application for Admissions**

There are 3 stages leading to admission of a child:

1. **Enquiry**

Following a telephone or other enquiry, the Nursery Manager will phone or email to arrange for prospective parents to visit. This visit should take place preferably within the working day of the nursery in order that parents see the nursery in operation and meet staff.

The contact details of the prospective parents will be taken in case of any future contact needed.

1. **Application for an Admission**

Parents who may like their child to enrol will be given the opportunity for their child to have a taster session. Parents are encouraged to join their child for this session so that they are aware of the nursery routines and activities and are given an opportunity to get to know the staff. During this session a Keyworker will complete a short Baseline Assessment with the parents/ carers.

Parents wishing to enrol their child in the nursery complete an application from and return it to the Nursery Manager. If a place is available, then the child may join the nursery at a time agreed by both the Nursery Manager and parents/ carers of the child.

Once a place has been confirmed the following additional forms are sent to the parents prior to children starting:

Medical history form

Consent forms

Personal information about the child

Parental Agreements

Allergies, dietary requirements, sun cream application

Collection of your child

Consent form for photography and images of your child

Fees and methods of payment

Term and Academic Year dates

Details of parental responsibility will be ascertained at this time.

‘All About Me’ forms providing detailed information on your child.

Information regarding the nursery safeguarding policies and procedures.

Information on how personal information is stored.

Information on the safeguarding requirements and responsibilities of the nursery.

**Admissions**

Prior to the start date contact is made with the parents to ensure that all is in order and to answer any final queries.

Children’s personal details are kept in a secure locked filing cabinet within the nursery office.

The Nursery is registered with the Information Commissioners Office and adheres to General Data Protection Regulations.