



Safeguarding and Welfare Requirement: Information and Records

10.2b Admissions Procedure

To be used in conjunction with the Admissions Policy.

The Willow On The Farm Nursery is a private nursery welcoming children from 2.5 to 4 years of age, from all backgrounds and abilities. All applications will be treated in a sensitive manner following the procedure below.

Application Procedure

Step 1

- Return a completed application form with non-refundable registration fee of £50.
- We will write, telephone and/or email the applicants to explain how our nursery runs throughout opening Monday to Thursday and offering a minimum of 3 mornings. This is to ensure that our full curriculum is covered and the children settle.
- At this point all persons on the waiting list will receive a sessions request form asking for their preferred sessions. We will, in all cases, attempt to fit their requests. Where this is not possible we follow the procedure set out in Step 2.
- The Nursery will inform you of space availability in writing as soon as possible. You will be asked for the first terms deposit of £500 should you be successful.
- If you are not successful on your first attempt you can remain on the waiting list should you wish to be considered for a place at a later date.
- The Willow On The Farm Nursery operates a single September intake. However further availability may arise during the academic year. These places may be offered to existing children or children on the waiting list depending on individual circumstance.
- We will prioritise the older year group (those children who will be moving to a reception class the following September) but for business purposes will ensure we take the adequate number of younger year group to take through to the following year.
- We will treat all of our applicants the same no matter if they have special needs, disabilities, or come from diverse backgrounds/ethnic origins. The only exception would be for children with exceptional educational needs, supported by written evidence, given by a registered health professional such as a doctor or social worker or other appropriate person. In this instance we would assess the child's needs objectively and should we believe the child would be more suitable in a specialised setting we will inform the parents/carers accordingly.

Step 2.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not.

Prioritising children on our waiting list:

1. A child already attending the setting from the previous year.
2. A child with a sibling in the setting.
3. Length of time on the waiting list.

This policy was adopted by

The Willow On The Farm Nursery

On

21 April 2017

Date to be reviewed

Annually See Front Cover

Drawn up on behalf of the provider by

Dawn Wilson-Fry

Deputy Manager