

Admissions and Bookings Policy

Policy statement

We welcome all applications for places for children aged between three years and school age. We would be delighted to show you the nursery, to allow you to meet the children and staff, and gauge for yourselves the uniquely happy and productive atmosphere that we provide. Please contact us to arrange an appointment. If you would like to apply for a nursery place for your child, please complete a Registration Form available from the nursery.

Our policy aims to make the allocation of places fair and clear.

Procedure

- To apply for a place at the nursery, a parent must complete the Registration Form and return it to the Nursery Manager.
- If there is not a place available on the requested session, in the first instance an alternative session will be offered. If an alternative is unavailable or not required the Manager will place your child on a waiting list.
- On a waiting list, an older child will take priority over a younger child.
- On a waiting list children within the catchment of the nursery or children living closest to the nursery (as the crow flies) will be prioritised.
- Priority is given to those intending to use the nursery on a full-time basis.
- Priority is given to parents/carers who already have one child registered at the nursery.
- Priority is given to children already attending the nursery, who wish to change their days.
- Priority will be given to looked-after children, in accordance with the policy of the Local Authority. This may, on rare occasions, take the nursery over capacity.
- Full-time places may be offered temporarily on a part-time basis to new part-time applicants, should there be no suitable applicants on the waiting list to take the place on a full-time basis.
- Similarly, part-time places may be offered temporarily to new applicants wishing full-time care, should there be no applicants on the waiting list for a part-time place.
- If a child has a pre-existing medical condition that will involve staff administering medication, the Manager must be made aware of this in the first instance when completing our Registration Form.
- To reserve a place we ask for a deposit of £50.00 to be paid at the point of reservation (Please note; that if you are only using Free Entitlement Hours then no deposit is required). If you no longer require the place at the nursery, we ask for a period of 5 weeks notice to be given in writing to the Manager. This fee is refundable only if we are able to fill your child's place in the given time.
- On rare occasions we do have to disappoint some parents, please do keep your child on the waiting list and we will advise you of a place when it becomes

available.

- Further information about the nursery and all our policies are accessible to prospective parents at any time prior to or during the admission process and thereafter.
- Once a place has been offered, a briefing meeting will be held with the parents/carers as an opportunity for the Nursery Manager and Key Worker to answer any questions and to plan the settling process.

Equal opportunities

- Places at the nursery are advertised in places where translation services can be accessed if necessary.
- All children will have a right to admission, if nursery places are available.
- All children have a right to be placed on the waiting list.
- Admissions decisions will be unaffected by information about individual children pertaining to their ethnicity, religion, social background or special educational needs.
- The nursery has plans to accommodate children with a range of disabilities. Parents of children with disabilities should discuss individual needs with the Nursery Manager during the registration process and be offered an independent tour of the setting to make an informed assessment.
- Early Years Free Entitlement (the term after your child turns 3) is available in the following sessions only: 9am – 12pm, 9am – 3pm.

This policy was adopted at a meeting of The Natural Nurture Nursery Management Committee held on the 10th February 2016.