10.1 Admission

Policy Statement

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending Nursery School, parents must complete and sign a contract and registration form. These forms provide the Nursery School with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Procedures

- We ensure that the existence of our Nursery School is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Nursery School is accessible, in written and spoken form. 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 in birth order. In addition, our policy may take into account the following:
    - the vicinity of the home to the Nursery School; and
    - siblings already attending the Nursery School.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our Nursery School and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our Nursery School 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, ethnicity or from English being a newly acquired additional language.
- We describe our Nursery School and its practices in terms of how it enables children and/or parents with disabilities to participate in the life of the Nursery School.
- 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 Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the Nursery School 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 Nursery School that provides stability for all the children.

Change log		
This policy was changed on	**Signed on behalf of the nursery**	**Reason for change**
7/08/2020	Veronica van Ingen	Adoption of policy
27/10/2021	Veronica van Ingen	No changes, part of annual review
28/01/2026	Veronica van Ingen	No changes