

ADMISSIONS PROCEDURE

Admissions are usually taken in order of the date of registration. However parents with siblings are always assured a place, as are referrals from Social Services. We operate a waiting list for parents when the nursery is full.

Any special needs can be met and no child is refused on that basis.

The procedure is as follows:

1. Following a parent's enquiry they are given a guided tour of the school with their child; the various developmental programmes are discussed and how parents are invited to input information into the children's Individual Learning Journeys and attend parents evenings. They are given a copy of the prospectus, which contains more information about the ethos and operation of the nursery, an information sheet and fee list.
2. Parents fill in the registration form, including consent forms for emergency treatment if necessary; to be given milk and to leave the school premises on organised trips.
3. The Nursery Educational grant (NEG) is explained to the parent and their child's eligibility.
4. Both parents are encouraged to visit the school.
5. Children are encouraged to visit the school as often as they wish or the parent feels is necessary.
6. Parents are introduced to the room leader and their child's Key worker and are encouraged to liaise on any information relevant to the child and the carer.
7. Parents are shown a copy of the schools policies and procedures.
8. We operate a settling in programme of at least two settling in sessions. Depending on the individual child, further sessions may be required.
9. The registration form must be filled in with all the contact names and numbers and signed consent forms before the child is left at the nursery.