

# ADMISSIONS POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

**Policy approved by:** Robert Berry – Director of Operations

**Review date:** 31/03/2021

**Submission:** 31/03/2021

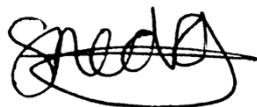
**Version:** v3.1

**Policy actioned from:** 14/10/2020

**Next review date:** 31/08/2021

**Nursery Manager's Name:** Sophie Hedges

**Nursery Manager's Signature:**



**Approver's Signature:**



Please note: 'School' refers to Chatsworth Schools and the nurseries; 'parents' refers to parents, guardians and carers.

## General

Deciding on the right nursery for your child is very important, and we at Duchess Nurseries believe that a personal visit is invaluable and we very much hope that you will visit our nursery. We hold open mornings throughout the year, which give prospective families an opportunity to tour the school and meet the nursery manager. Details are published on our website and all registered parents are informed of open days. We are also very happy to welcome prospective parents at other times for a personal meeting with the nursery manager, and a tour of the nursery.

At Duchess Nursery Wallingford we care for children between the ages of 0 months – 5 years.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.

Prior to a child attending nursery, parents must fully complete the registration process. Our forms provide the nursery 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.

## Providers Eligible to Provide Government Funded Places for Early Education

All settings registered to accept government funding (detailed in the code of practice) must offer free hours for two and three to five year olds for early learning sessions specified by the local authority. At Duchess Nursery Abingdon we currently provide 2 free funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's second or third birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

## The Entry Procedure

The Nursery is a non-academically selective setting that adheres to the Early Years Foundation Stage.

We welcome in-year applications, but places in any one age group can only be allocated if there is a place at the time of application. Please contact the Nursery Manager for registration details.

## Equal Treatment

Duchess Nurseries is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender, sexual orientation or social background. We offer government funding for eligible families and the Minimum funding entitlement for those who have turned three years of age.

## Special Needs

We do not discriminate in any way regarding entry. We welcome children with special educational needs, providing that our staff can offer them the support that they require. We welcome children with physical disabilities provided that our site can make provision for them. However, we advise parents of children with special educational needs or physical disabilities to fully discuss their child's requirements with the nursery before they register for a place, so that we can make adequate provision for them. Parents should highlight any areas of concern and if in place provide a copy of an Educational Psychologist's report, EHCP (Education, Health, Care Plan) or a medical report to support their request, for example, for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child should they join the nursery.

## Waiting List for Entry throughout the Year

At times, spaces do become available in various age groups throughout the year. If parents are interested in applying for a place during the year, they should contact the Nursery Manager who will organise a mutually convenient time for a visit. We will contact their current nursery where appropriate.

## Sibling Policy

Many siblings join the Nursery and a family atmosphere is encouraged. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

## Overseas Applicants

Chatsworth Schools welcomes overseas pupils, who can study at School provided that they have a relative or legal guardian living in the UK with whom they can reside.

## Religious Beliefs

We are not a religious school and welcome children from all faiths or none.

## School's Contractual Terms & Conditions

Copies are made available to parents as part of the admissions process.

## Complaints

We hope that you and your child do not have any complaints about our Admissions process; but copies of the School's complaints procedure can be sent to you on request.

## Interpretation

In this policy, the term "senior manager" means a Nursery Manager and their designated deputies.

This policy applies to all employees in all Nurseries (save for Nurseries with their own procedure which shall prevail) and other work environments within Chatsworth Schools

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Operations at the above address.

