



ADMISSIONS POLICY

THE AIM OF OUR ADMISSIONS POLICY

We aim to ensure that our admissions policy is fair and unbiased and no parent or child feels that they have been treated unfairly or discriminated against by its application. Where this occurs they will be invited to discuss the matter with the Nursery Manager.

THE PURPOSE OF THE POLICY

The policies purpose is to ensure that:

- Consideration is given to parents accessing targeted funding for children between the ages of 3 – 4 years old.
- Consideration is given to children who have disabilities or learning difficulties.

ADMINISTRATION OF ADMISSIONS

Information held on our database will be stored in accordance with the Data Protection Act. The data base will be regularly updated and will be used for determining admissions, so as to ensure objectivity and impartiality.

WAITING LIST

A child will only be placed on the waiting list when a deposit has been paid and a start date given that is less than 3 months away.

ADMISSION PROCEDURE

At the time of a child's admission to the nursery, parents are requested to fill in detailed information forms relating to their child, for example doctor, health visitor, or other involved professional, emergency contact numbers, permission for photographs or videos to be taken or permission for your child to attend local outings during the course of the nursery day. Information required on these forms is an Ofsted requirement, and is standard nationally.

DATABASE QUERIES

Parents are welcome to inspect their child's folders at any time and raise queries in writing or verbally with the Nursery Manager. Parents can also request to see any other information held on their child, by making a formal request in writing under the Data Protection Act.



NURSERY SESSIONS ARE OFFERED AS FOLLOWS:

Full day places are from 8AM – 6PM

Part – time places are a minimum of 3 days 8AM – 6PM.

Ivy League Nursery acknowledges that parents' needs may change. Consideration will be given to a change in sessions subject to the changes being compatible with the efficient running of the nursery. If agreement is given to a change of sessions, one calendar months' notice must be given in writing. Full fees will be charged for the notice period. Additional sessions may be agreed according to availability of spaces and in consultation with the Nursery Manager.

Refunds cannot be given for non-attendance, family holidays, sickness or other similar reasons, as our staffing costs are incurred whether the child attends or not.

Once a place has been offered and accepted the agreed start date must stand. In exceptional circumstances the Nursery Manager may agree to extend the start date by a maximum of 2 weeks. If a place is to be kept open after this period, full fees will have to be charged. Flexibility in days/ sessions may increase the possibility of a place being offered.

This policy was adopted on: _____

Date to be Reviewed: _____

Signed on behalf of Ivy League Nursery: _____

Name of Signatory: _____

Role of Signatory: _____