

ADMISSIONS POLICY

Hopes and Dreams Montessori Nursery School is registered for 123 children between the ages of three months and five years.

The registered provider must comply with the requirements for the Early Years Register, set out in the Statutory Framework for the Early Years Foundation Stage. This includes a requirement to give parents information about their provision.

Information about the Early Years Foundation Stage is available at:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2>

The above statement derives from the Registration Document and is the overriding policy in respect of admissions.

Other matters taken into account in deciding which child can be offered a place in the Nursery School are:

- Availability of spaces, the age of the child, and the child/staff ratio.
- Registration requirements, as outlined by Ofsted in the Registration Document.
- Priority is given to children who have siblings already attending the Nursery School.
- Children who are already attending the Nursery School have priority to increase their attendance days.
- The Nursery School's ability to provide the facilities for the welfare of the child, including appropriate staffing requirements.
- If a place has been offered but parents decide not to take it, or wish to delay the starting date, they will be placed at the bottom of the waiting list.

We operate an Inclusion and Equality Policy to ensure that all children have access to Nursery School places and services irrespective of their gender, race, religion, or sexual orientation of parents.

Prior to a child attending Nursery School, parents must complete and sign a contract, Direct Debit form and a 'We Want to Get to Know You and Your Child' questionnaire. 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, vaccinations, etc. In addition to this, parents are requested to bring in their child's original Birth Certificate. A copy of this will be taken for their child's file and the original will be returned to the parent. Failure to supply these documents may result in your child not being admitted to the Nursery School.

Reviewed on: September 2018

Signed on behalf of the Nursery School:


Next review date: September 2019