



## Admissions

### Policy Statement

- It is our intention to make our setting accessible to children and families of the local community. We aim to ensure that our community have access to the setting through open, fair and clearly communicated procedures. We are an all-inclusive setting regardless gender, special educational needs, disabilities, social background, religion and ethnicity.
- We are a sessional term time nursery running morning sessions from 8:20am-11:20am and afternoon session from 12:15pm – 3:315pm.
- 30-hour sessions will run from 8:20am – 3:15pm Mon- Thurs and 8:20am- 10:20am Fri
- An option for breakfast club from 8:00am – 8:20am is available at a charge of £3 with breakfast included

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

### Criteria

We arrange our waiting list in first come, first serve order. In addition, our policy will take into account the following:

- Whose parent is a committee member of Daubhill Muslim Society
- If you have a child **CURRENTLY** attending the nursery.
- A child who is 'looked after' by Children's Service Department.
- Children of staff working in the setting
- All children thereafter will be OFFERED A PLACE IN THE NURSERY IN FIRST COME, FIRST SERVE ORDER.

### Procedures

- Parents must fill out a waiting list form online through our website.
- Once you have filled in a waiting list form your child will be placed on the waiting list.
- We will notify you as soon as a place becomes available.
- When a place is available you will be given a phone call by the Manager who deals with admissions.
- If your child does not get a place for the term after they have turned 2 or 3 you may request to remain on the waiting list until a place becomes available.
- Children who are in the toddlers will automatically be given a place in preschool unless parents state otherwise
- If parents wish to take their child out of nursery, funded or non funded, they must give two weeks notice to give us the opportunity to fill the place up.
- Our cut off point for admissions for the following September will be before the February half term.
- **Note: Any waiting list forms received after this date will not be processed until the forms received by spring half term have been processed.**

## **Paying parents**

Parents offered paying places will need to pay an upfront £100 deposit to secure the place which will be refunded on your last paying invoice. If parents decide they wish to withdraw their child's place once the deposit has been paid then £20 will be taken of the £100 to cover admin costs.

Parents will sign a contract to agree the terms and conditions of payment.

Signed on behalf of The Olive Garden Nursery

**Issue 1: New policy September 2009**

**Issue 2: Amendment November 2010**

**Issue 3: Amendment December 2011**

**Issue 4: Amendment May 2012**

**Issue 5: Amendment August 2014**

**Issue 6: Amendment December 2014**

**Issue 6: Reviewed September 2015**

**Issue 6: Reviewed September 2016**

**Issue 7: Amended July 2017**

**Issue 8: Amended March 2018**

**Issue9: Amended February 2020**

**Issue 10 : Amended January 2021**

**Issue 11 : Amended February 2022**

**Issue 12: Amended February 2024**

**Issue 13: Amended March 2024**