
ADMISSIONS POLICY



POLICY FOR ADMISSIONS AND ATTENDANCE

Written By: Nursery Manager

Date approved by Directors: _____

Signed _____

Date for Review: SEPTEMBER 2018

1. Introduction

- 1.1. This policy covers Charters Ancaster Nursery.
We apply it fairly and equally to all those who wish to attend. We seek to be inclusive welcoming children from all backgrounds and abilities, provided we feel able to meet their needs.
All applications will be treated on merit and in a sensitive manner.
- 1.2. The only restrictions we place on entry are those of number and considerations of need. If the number of children applying for entry exceeds the places available or if we feel we cannot adequately provide for a child's needs, we adopt the procedure set out below to determine whether a child can be admitted or not. **Should the school determine that a child needs the support of a dedicated Nursery Practitioner, either on entry or subsequently, this may be at the expense of the parents or through the Local Authority.**

2. Admission Process

- 2.1. Parents are encouraged to spend some time looking around the nursery and learning about us. We encourage children to take up a taster day (or several, if requested) so that child can spend time with us and so that we can assess the child to ensure that we are the right for him/her. Nursery children are encouraged to take one or more "settling-in" sessions. The parents then complete a registration form and in due course are sent a letter offering a place. When the acceptance form is signed, their child's place is secure.
- 2.2. Children may enter the Nursery at any age. Children may enter the Nursery at any time between 6 months and 4 years of age subject to available places.

3. Equal Treatment

Charters Ancaster Nursery is committed to equal treatment for all, regardless of a pupil or parent's race, ethnicity, religion, sexual orientation or social background.

4. Fluency in English

Pupils with English as an additional language (EAL) can be supported in the nursery.

5. Special Needs

- 5.1. We do not discriminate in any way regarding entry.
- 5.2. We welcome pupils with special educational needs providing that we can offer them the support they require.
- 5.3. We welcome pupils with physical disabilities provided that our site can cope with them. In the main school, most of the classrooms have level access. Please refer to our Accessibility Policy.
- 5.4. We discuss thoroughly with parents and their medical advisers adjustments that could reasonably be made. If children have significant medical issues, an Individual Health Care Plan is completed with the parents before the child starts school. If a child has

SEND, we encourage a discussion with the SENCo at the earliest possible time during the admissions process.

6. Complaints

If parents have any concerns about how their child has been treated during the admission process, we will provide a copy of the school's Complaint Procedure..

7. Appeals

If parents wish to appeal against a decision to refuse entry they can do so to the Head and the Director whose decision is binding for all parties concerned.
See also Disability Discrimination Policy.

8. Attendance

Although attendance at Charters Ancaster Nursery is not mandatory, staff are vigilant for patterns in non attendance and are expected to report any persistent absence or patterns in absence **with the DSL and/or the Nursery Manager.**