The Mill Nursery

Admissions Policy

Aim/purpose

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. We care for children aged from 4 months to 7 years of age.

Methods

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of The Mill Nursery is widely advertised in places accessible to all sections of the community.
- We ensure that information about the nursery is accessible, in written and spoken form and where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- A child is placed on the waiting list in the order of the date on which a completed registration form is received by the nursery. Places are subject to availability and registration does not guarantee a place within the nursery. If someone has withdrawn then re-applies, the application process begins again. The Mill Nursery reserves the right to prioritise nursery places to children currently on the role and their siblings.
- Places usually become available based on children leaving and are subject to room/ age group capacity.
- The parent/carer is responsible for ensuring that we have up to date email/telephone and address details to ensure that contact can be made.
- Once a parent/carer has been offered a place for their child they will be given a deadline date to confirm the place. Failure to confirm the place by the deadline date will result in the place being offered to the next child on the waiting list.
- We recommend that you book at least two three hour sessions a week for children to gain beneficial experiences and achieve their full potential.
- You will be notified in writing, when a place is available. If a place is not available for your preferred starting date, your child's name may remain on the waiting list.
- We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- There is **no** automatic entry to St. Vigor and St. John Primary School, normal school application systems through Somerset County Council apply.
- If a child is to leave our setting before moving on to school, or to reduce the number of sessions attended, parents must give at least one months notice of the leaving date in writing. Fees will be payable (or grant claimed by us), until that date.

- Once a place has been confirmed then the place must be paid for from the agreed start date for a minimum of 1 calendar month. This charge does not apply to nursery education grant funded places. Any changes to hours/sessions/start date may be implemented from 1 calendar month after the agreed start date. The nursery requires written notice to change or increase nursery sessions, all requirements are added to the nursery's waiting list and allocated accordingly to the date of application and availability.

Policy endorsement

Signed by:

Name:

Position:

Date: