



TOAD HALL NURSERY LTD

EDNEY'S HILL, WOKINGHAM, BERKSHIRE. RG41 4DS

Telephone: 0118 9776200

ADMISSIONS POLICY

Adopted August 2018

Statement of intent - It is our intention to make our setting accessible to children and families from all sections of the local community.

Aim - We aim to ensure that all sections of the community have access to the setting through open, fair and clearly communicated procedures. In order to achieve this aim, we operate the following admission and registration policy:

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting 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.
- Registration forms are available for anyone wishing to register their child to begin nursery or to place their child on the waiting list. There is an administration charge of £25, which is non-returnable. Once this is received with a completed registration form your child is placed on the waiting list, and we will contact you as soon as a vacancy arises. We therefore endeavor to offer a place three months in advance. To guarantee this place we will require the full deposit at this stage (£100 per day your child is registered for e.g 1 day £100, 3 days £300). Failure to pay this deposit may result in a place being offered to the next child on our waiting list. A start date offered less than three months in advance will mean that the deposit is paid immediately. The deposit is retained by the nursery and set against the final fees payable when your child leaves the nursery. The deposit is forfeited if the required notice period of two calendar months to withdraw your child is not given. Deposits are not refundable if you decided not to take up your place.
- We arrange our waiting list in date order of registration. In addition, our policy may take into account the following:
 - Siblings already attending the setting

There is a right of appeal, which should be made in writing and addressed to the nursery Owner (Mrs Ackroyd) whose decision is final.

- The child and their parent\carer will be invited for a pre-visit prior to starting nursery — this will usually be arranged one to two weeks before the child is due to begin nursery.
- A minimum period of two calendar months' notice is to be given by the child's parents\carers should they wish to change the number of sessions or days their child attends. If this period of notice is not given, fees will be charged in lieu of notice.
- Should a parent\carer wish to withdraw their child from nursery there is again a minimum period of two calendar months' notice. If this period of notice is not given, fees will be charged in lieu of notice.
- We describe our setting and its practices in terms that makes it clear that we welcome fathers and mothers, other relations and other carers.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired or additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our equal opportunities policy widely known.