



Statement of intent

It is our intention to make the Nursery accessible to children and families whether they intend to remain within the Clares Court group of schools or transfer to other local schools (independent or maintained) for their full time compulsory education.

Aim

We aim to ensure that children have access to The Nursery through open, fair and clearly communicated procedures.

Methods

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

- We ensure that the existence of The Nursery is widely advertised in places accessible to all sections of the community.
- We arrange our waiting list on a “first come first served” basis.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe The Nursery and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe The Nursery and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe The Nursery and its practices in terms of how it enables children with disabilities to take part in The Nursery.
- We make our equal opportunities policy widely known.
- We stagger opening times and provide linking coach services to minimise the impact of travel journeys on the local neighbourhood.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

Admissions Procedure

On receipt of a request, we will provide a copy of the School Prospectus which contains up to date information about the Nursery including a current fees scale.

Although we open the Nursery to prospective families on several occasions each term, parents are encouraged to make an appointment to see the Head of the Nursery and to look around our settings (with or without their child), to watch the children at work, to meet Nursery staff and to experience the ethos and atmosphere of the Nursery. Generally, no child is admitted until personal contact has been made.

If parents wish to proceed with entry, they will be asked to complete a Nursery Registration Form and pay a Registration Fee. We will then confirm that the name of the child is on the Entry List and, subject to availability, this will constitute the offer of a place. This offer will include a copy of the standard terms and conditions of the Nursery which will apply to the contract between parents and Clares Court Schools Ltd and which families are asked to retain for their records.