

## Admissions Policy

1. Children are funded for 15 hours per week from the term following their 3<sup>rd</sup> birthday. Children can start at nursery from 3 years old, if parents wish to pay for sessions. Some parents are entitled to 'extended' funding or 30 hours funding. Please speak with the school office if you think you are eligible for this funding.
2. Funded places are available from the second week of each of the 3 main terms per year. A charge will be made for your child's first week of every term that they attend Nursery.
3. You are encouraged to visit the nursery with your child before he/she begins nursery.
4. An enrolment form must be completed, signed and returned and your child's birth certificate must be seen before your child can start. If you are entitled to 30 hours funding, your code must be accepted on the system in the school office before a start date will be given.
5. We are happy for you to stay initially if a child is unsettled.
6. You may be asked to return to the nursery if your child becomes distressed during the settling-in period.
7. Children who attend Nursery should be toilet trained prior to their start date unless there is a specific medical need or condition.
8. Children should come to nursery in comfortable clothing and sensible footwear. They may get messy so please do not send them in their 'best' clothing.
9. Children must not attend nursery if they are ill or within 48 hours of a stomach upset.
10. If your child has an infectious disease, the nursery should be notified. Exclusion periods for infectious diseases should be observed.

11. The nursery is unable to refund any payments made for sessions in addition to their funded hours, if your child is unwell and unable to attend.
12. Children should be signed up for the sessions parents/carers require, and these should remain unchanged for at least one half term unless there are exceptional circumstances.
13. Children must be brought and collected by an adult. We ask parents to let us know if someone different is collecting their child. We will not release your child to people who are unknown to us if we have not had advance notification.
14. Jewellery - to comply with school policy children are asked not to wear jewellery i.e. rings, necklaces and earrings - as these are potentially dangerous. If children have a pierced ear/s they should wear stud earrings only.

(Reviewed: January 2022)