



# Admissions Policy

**Policy reviewed by** Sam Edwards  
**Review date:** Spring 2019  
**Submission:** Spring 2019  
**Policy actioned from:** September 2018  
**Next review date:** June 2019  
**Reviewer's Signature:**  
**Headmistresses's Signature:**

**Circulation:** This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils. Please note: 'School' refers to The Minors Nursery School; 'parents' refers to parents, guardians and carers.

# Admissions Policy & Procedure

The Minors Nursery School (part of the Alpha Plus Group Ltd) aims to provide a happy and secure environment for all our children. We are committed to equal treatment for all regardless of race, religion, ethnicity, gender, social background or ability.

We welcome children with English as an additional language, offering support in all areas of their development to ensure access to all the curriculum areas. During initial visits we ask for completion of a language mapping form within a child's home situation as well as a list of basic vocabulary to support settling in and early interaction.

Enquiries may be made through our website, by phone or in person and early registration, as soon as possible after birth, is advised. Initial enquiries are logged and entered onto our data system (SIMS) after which an application pack (inclusive of relevant wait list application form, brochure letter and brochure) is sent out or emailed if requested.

Sibling applications are sent to past, present and definite place siblings (a sibling to a w/l child gets a normal form but with no pack, the form will then be upgraded to sibling as older child starts with us). Alumni will be treated as sibling (with normal form and pack).

On receipt of completed forms and a registration cheque/ bank transfer, an acknowledgement letter is sent informing parents they are on our wait list and should call to arrange a personal show round between January and March of the year preceding entry eg if entry is September 2020, visits will be Jan – Mar 2019. Places are offered 18 months prior to entry date on a first come first served basis, with registration date being the crucial factor.

Families who come for a visit have a personal appointment to view the school and chat individually with the Headmistress. Post visit registrations are stored in the appropriate dated folder chronologically. Parents are asked to notify us of any changes eg contact details or definite school place offers.

Once visits have finished, final lists are created and places are offered via a letter with priority to siblings for Morning School where possible but not guaranteed.

Offer letters, inclusive of deposit request, are sent out (on a date mutually decided upon by the Alpha Plus Nursery Schools), AM or PM accordingly and with 'Terms and Conditions'. These are followed by sibling deposit transfer forms – if a sibling is coming within a year the deposit is transferred, a longer break between siblings means deposit is returned and a new one requested for the subsequent sibling when the time comes.

After this a deposit receipt letter is sent (a deposit of £1,500 secures the place, this will be deducted from the final term's invoice on completion of the two year program and prior to that if a terms notice has been given for withdrawal), also informing parents that registration and medical forms, start dates and other information will be sent out in the summer term, prior to the September entry, along with invoice and any other relevant information.

First term's invoice letter – goes out at the end of May for Sept entry and the end of Nov for Jan entry, This includes an invitation to a coffee morning in early July for all new

parents to meet staff and review any queries etc. All subsequent invoices go out at the end of the term for payment on or before the first day of the next term.

On arrival parents receive a 'settling in' pack with form, FAQ's (am/pm), update form to ensure all details are correct, photo permission form, Information and Technology policy and form, Minimum Funding Entitlement (government funding) form, DDR (direct debit) form and a photo of the class teachers for the children.

At the end of the process, paperwork for those joining us is processed in readiness and all wait list forms are filed and stored. All information is stored securely on our SIMS database and paperwork in the office.

### **Acceptance Policy (SEND)**

This policy has been created with regard to:

- The SEND Code Of Practice 2015
- Children and Families Act 2014 (Part 3)
- Equality Act 2010
- Working Together to Safeguard Children (2018)
- EYFS

The Minors Nursery School has regard to the statutory guidance set out in the Special Educational Needs and Disability code of practice (DfE 2015) to identify, assess and make provision for children with special educational needs and/or disabilities.

At The Minors Nursery School we use the SEND Code of Practice (2015) definition of Special Educational Needs and Disability:

*A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.*

*A child of compulsory school age or a young person has a learning difficulty or disability if he or she:*

- *has a significantly greater difficulty in learning than the majority of others of the same age, or*
- *has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.*

The Minors Nursery School endeavours to accept all pupils, regardless of any special educational need or disability (SEND) of which it is aware. The school asks that parents disclose, upon application, any learning difficulty or disability which should be taken into consideration. In these instances, and where appropriate, the Headteacher will meet with prospective parents of children with SEND in order to ascertain whether any special arrangements / reasonable adjustments would may be needed in order for the child to thrive at the Nursery School, if offered a place.

Before a place is offered at the Nursery School (and preferably prior to/upon application):

- Parents must disclose to the Nursery School any known or suspected circumstances relating to their child's health, development, allergies, special educational needs or disabilities.

- Based on such disclosure and a subsequent meeting with the Headteacher (as detailed above), the Nursery School will confirm whether or not it is able to fully meet the needs of the child. Where a place can be offered, it will be offered in line with the usual Admissions Policy of the school.

Where we believe a child may have additional needs that have previously been unacknowledged, or which develop during their time at the Nursery School, we will work closely with the child's parents and any relevant professionals to establish if any additional action is required, taking the steps needed to secure the best outcomes for the child.

If it is felt that the Nursery School can no longer provide the support needed in order for a child with SEND to thrive, and the Nursery School has made any reasonable adjustments that can be expected of it, the school will then support and work closely with the family to find an alternative school that will better suit the child's needs. In the event of a change of schools, the proper regard will be given to ensuring a smooth handover and the Nursery School will endeavour to work alongside the parents and the new school in the best interests of the child throughout the transitional period.