



Admissions Policy

Policy reviewed by Viv Thompson

Review date: June 2018

Submission: June 2018

Policy actioned from: September 2018

Next review date: June 2019

Reviewer's Signature: *Viv Thompson*

Headmistresses's Signature: *Viv Thompson*

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.

Admissions policy for SEND

We are firmly committed to inclusivity and to giving every child the best possible start in life irrespective of their special educational needs or disability (SEND), we consider all children for admission to the school/college who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the school/college (and preferably prior to application):

- Parents must disclose to the school/college any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school/college reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the Nursery School will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the Nursery School, we will endeavour to continue support the child as long as:

- a) we have the appropriate resources and facilities to provide them with the support they require, and
- b) we believe it is in the best interest of the child and of the nursery school community to remain at the nursery school.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school/college. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.