



### **1.3 Admissions Process**

#### **Registration**

- On request, parents are sent a Nursery prospectus and registration form, together with the Terms & Conditions of Entry.
- On receipt of the completed registration form and payment of the registration fee, a confirmation letter is sent to the parents, stating a proposed term and year of entry, and the child's name is added to the list of applicants.

#### **Visits and Offer**

- The School Secretary will contact the parents 18 - 20 months in advance of their child's proposed entry to view the school and meet staff members.
- Following the visit, the Head Teacher will then write to the parents to offer a place.
- On accepting a place, a deposit (currently £3,000) is required for payment. The 'Acceptance of a Place' documentation must be returned by a given date (usually 2-4 weeks). Written confirmation of the acceptance, acknowledging receipt of the deposit payment, will be sent to the parents.
- Families who do not attain a place at this stage are also contacted and asked if they would like to remain on the reserve list, pending a declined place becoming available.

#### **Prior to Starting School**

- Children are invited for individual pre-start visits and group 'playdates' the term before entry. Parents are required to stay during these sessions.
- A Parent Handbook and consent forms booklet are sent prior to the start of term; parents are asked to complete and return the forms prior to the child's first day at school.

#### **Start of School**

- In order to support new children starting at Nursery, they have a gradual settling-in period. For the first two days, they stay for 30 mins and parents are encouraged to stay if needed. Thereafter, they stay for 1.5 hours for the first full week; 2 hours for the second week and full time (3.5 hours) from the third week onwards. This period is flexible if individual children take longer to settle.
- As childcare practitioners, Miss Delaney's staff recognise that children cannot play or learn successfully if they are anxious or unhappy. Once the child starts to attend our Nursery and, in order to give the child a positive first experience, we openly encourage the parents/carers to stay with their child as long as they wish (providing this is not affecting the smooth running of our school). We recognise that our admissions procedure should be flexible enough to allow the child to feel secure in his/her new environment so that he/she can benefit from all our Nursery setting has to offer and feel confident that their parent/carer will return at the end of the session.

Name of signatory: *Lisa Murray*

Role of signatory: *Headteacher*

Reviewed by L. Murray July 2023. To be reviewed August 2024.