

## Admissions Policy

### **Summary:**

- Private, Voluntary and Maintained Nurseries
- Sample policy for Out of School Club

### **Private, Voluntary and Maintained Nurseries:**

Beechwood School has a clear admissions policy which can be given in a printed format to parents. The policy includes:

- The age of the children we accept and the sessions they can attend
- How we take bookings – for example if it's a first come, first served
- How we arrange our waiting list? (For example, do we arrange our waiting list in birth order, the vicinity of the home to the setting, special circumstances or siblings already attending Beechwood School)?
- How fees are calculated and the payment terms and conditions
- How we ensure that Beechwood School is widely advertised in places accessible to all sections of the community
- How we ensure that information about Beechwood School is accessible – in written and spoken form – and, where appropriate, in different languages. Where necessary, provide information in Braille, or through signing or an interpreter
- A statement that at the point of admission, parents/carers must complete and sign a written contract of agreement containing the terms and conditions of Beechwood School
- A statement about how Beechwood School treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English

We ensure we have briefing meetings for parent/carer prior to the children's admission.

We highlight to the parent/carer that we have procedures for the collection of children including the identification of individuals who collect them.

We inform parent/carers about all the policies and procedures; Highlight the complaints procedure to parent/carers and the process for resolving them.

We explain what personal details are kept on site about a child and ensure we ask parent/carers to keep this up to date with us at Beechwood School.