



HINDPOOL NURSERY SCHOOL

Admissions Policy

Approved by ¹	
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Admissions Policy

The aim of this policy is to provide a fair and just admission procedure free from any discrimination for all children and to set out the procedure to be followed when a new child applies to join our Nursery.

For 2 year olds:

A visit can be arranged with a senior member of staff to show prospective families around our Nursery and answer any questions they may have. Copies of our prospectus are available to take home including fees where applicable.

Children may be entitled to 15hours* of free child care starting the term after they have their 2nd birthday. (*depending on your home circumstances)

We offer places on a first come/first served basis. Where we are over-subscribed, admissions will be put on a waiting list and priority will be given to those who have been on the waiting list the longest.

Adult/Staff ratios will be adhered to at all times.

Where possible we aim to provide preferred session time, or provide alternative days/times if these are not available.

No child or family will be discriminated against on the grounds of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

Parents will be contacted to advise them of the availability of a place, or when a place becomes available. If a child is on a waiting list the family will be contacted at regular intervals to ask if they still require the place and to keep them informed of the situation.

Once a place has been confirmed we will carry out a home visit and arrange a series of induction visits. Families will fill out an application form with the child's details and information.

Children's information, medical records, dietary requirements and permissions slips must be in place before their start date.

For 3/4 year olds:

Children are entitled to 15 or 30 hours* of free nursery education starting the term after they have their 3rd birthday. (*depending on your home circumstances)

No child or family will be discriminated against on the grounds of marital status, age, gender, religious belief, ethnic origin or sexual orientation.

A visit can be arranged with a senior member of staff to show prospective families around our Nursery and answer any questions they may have. Copies of our prospectus are available to take home including fees where applicable.

New admissions are based on a waiting list system and priority will be given to those who have been on the waiting list the longest.

Adult/Staff ratios will be adhered to at all times.

You must apply for a place using the Cumbria County Council application form. These are available from school or online on the county council website.

www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/schooladmissions.asp

The completed form should be brought into school with your child's birth certificate.

Parents will be contacted to advise them of the availability of a place, or when a place becomes available. If a child is on a waiting list the family will be contacted at regular intervals to ask if they still require the place and to keep them informed of the situation.

Once a place has been confirmed we will carry out a home visit and arrange a series of taster sessions & induction visits. Families will fill out an application form with the child's details and information.

Children's information, medical records, dietary requirements and permissions slips must be in place before their start date.

For children moving from 2 year old to 3 year old provision, taster sessions will be arranged and transition arrangements will be put in place with liaison between key staff. An application form will be completed by the family giving details of the sessions they would like their child to attend.

Families whose child is eligible for 30 hours must agree the sessions at the beginning of the term and these can only be changed for the start of each term (if places are available), by notifying the School Office as soon as possible.

30 hour places are allocated on a first-come, first-served basis.

You cannot access 30 hour funded places without an eligible code from the Childcare Choices website. Changes cannot be made to allocated sessions mid-term.

If we are over subscribed we follow the county council admissions policy which is also available on the above website.

If you would like to come and look around nursery with your child please just give us a ring on 01229 833120. New families are welcome any time to come and see the exciting opportunities that we offer and to have a play.