**Safeguarding and Welfare Requirement: Information and Records 10.2**



THE MULBERRY BUSH MONTESSORI NURSERY LTD

**ADMISSIONS POLICY**

**Policy Statement**

The Mulberry Bush Montessori nursery is committed to providing high quality, inclusive care and education for young children in the foundation stage between the ages of two and a half and five years of age. It is our main aim and intention to ensure our provision is accessible and inclusive to all sections of the community through open, fair and clearly communicated procedures.

**Procedures**

* We ensure that the existence of our setting is advertised in places accessible to all sections of the local community .
* We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
* **Admissions:** We arrange our waiting list on a first come basis. Once a parent expresses an interest their child’s name will be put on the list for one calendar month. The return of the completed registration forms and a deposit of £100 (where applicable as exceptions apply) is required to secure a child’s place. The deposit is fully refundable on the child’s first terms fees. Once the registration form and deposit (unless otherwise agreed with the Principal) has been received, we will send acknowledgment of the required place and the child’s name will be placed on the register to ensure fair handling. Whilst discrimination will not take place between any child being offered a place at the Mulberry Bush in preference to another, siblings of children already attending will take precedence unless an offer of a place has been confirmed following receipt of a deposit to secure the place or as otherwise agreed with the Principal. We may need to delay the start date for a child with significant SEND/medical needs following a risk assessment that identifies the child requires enhanced adult support or staff need specific training for the administration of medication or treatment, in an exceptional case we may have to terminate the offer of a place if, following full consultation with parents/carers and other professional bodies and outside agencies involved if their needs are beyond our capacity. Please see the nursery SEND Local offer and supporting documentation such as the nursery SEND policy, Inclusion and Equal opportunities policy for more information. Accessible at [www.mulberrybushmontessori.com](http://www.mulberrybushmontessori.com) or copies available on request.
* We offer funded places in accordance with the Code of Practice and any local conditions in place at the time.
* Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
* Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
* We support children and/or parents with disabilities where it is practicably possible to take full part in all activities within our setting. Access for people with disabilities is limited at our setting due to the nature of the building and differing levels around the environment which unfortunately are not practicably possible or financially viable to adapt.
* We monitor the needs and background of children joining our setting on the nursery Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
* We share and promote our prospectus, SEND Local Offer, our SEN, Inclusion policy, our Child Protection and Equal Opportunities Policy as well as our Privacy policy, Admissions policy and terms and conditions on our web site: **www,mulberrybushmontessori.com** and are available to parents and interested parties in the operational file in the nursery lobby, copies are available on request.
* We consult with our families about the opening times and general running of our setting through parent questionnaires to ensure that we accommodate a broad range of families' needs and that we are meeting their family needs.
* We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the Montessori work cycle which is the pattern of continuity in the setting that provides stability for all the children. Children are required to attend a minimum of two sessions/days as this supports their settling in and making friends as well as their progress and attainment. Once children become eligible for funding, they are required to attend for a minimum of two full days (exceptions apply for children with medical needs or SEN) or 5 afternoon sessions.
* We strive to build and work in positive parent partnerships in order to best support the children in our care, we therefore ask parents to read the nursery core policies and procedure documents, supporting information and terms and conditions prior to registration to ensure we are meeting their requirements and that they are in agreement with the terms of our provision.
* Failure to comply with the nursery terms and conditions may ultimately result in the provision of a place being withdrawn.

*February 2019*