



NORMAN COURT

Norman Court Montessori CIC

Admissions Policy

Statutory Guidance

Local Safeguarding Children's Board website www.4lscb.org.uk

Services for Young Children Website www.hants.gov.uk/childcare

Keeping Children Safe in Education:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

Statutory Framework for EYFS (2017):

http://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf

It is our intention to make our nursery accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our nursery is widely advertised in places accessible to all sections of the community.
- We ensure that information about our nursery is accessible and provided in written and spoken form.
- Places are subject to availability and our waiting lists for the Nursery rooms are organised on a first come first serve basis.
- We offer places to children from aged 6 months to five years.
- A child's place is acknowledged upon receipt of the completed registration form and registration fee. A copy of the child's birth certificate is required.
- One month's worth of nursery fees are required to fulfil a refundable deposit. This will be returned at the end of the child's nursery place or at request can be used to settle the final invoice.
- Fees are payable in advance, on a monthly basis.
- One calendar months notice is required (in writing) to change a child's sessions or withdraw from the setting.
- We offer 30 hour funding to those families who attend for 51 weeks of the year only.



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- Our nursery and its practices are welcoming and make it clear that fathers and mothers, other relations and other carers are all welcome.
- Our nursery 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 from English being a newly acquired additional language.
- We support and children and/or parents with disabilities to take part in all activities within the nursery.
- We consult with families about the session times we offer children to ensure we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the nursery that provides stability for all the children.
- We impose a minimum session requirement of 3 sessions to support the child to settle quickly into the new nursery environment. Reduced sessions will be considered on a one to one basis.
- Failure to comply with the setting terms and conditions may ultimately result in the provision of a place being withdrawn.