

Admissions Policy

All children who register with us will be given equal rights and will be treated as one. It is our intention to make the nursery accessible to all children and families.

We aim to achieve this policy by:

- We reflect the diversity of our society in our publicity and promotional materials.
- When the nursery reaches its daily number of children we will put names onto the waiting list (extra weight will be given to those who have been on the waiting list the longest).
- Preference will be given to children who have siblings already with us.
- When welcome visits at any time. (providing we are able to do so)
- We provide information in clear, concise language, whether in spoken or written form.
- We do not discriminate against a child or their family. Or prevent entry to our nursery, on the basis of colour, ethnicity, religion or social background, such as being a member of a travelling community or an asylum seeker.
- We do not discriminate against a child with a disability or refuse a child entry to our nursery for reason relating to disability.
- We ensure wherever possible that we have a balanced intake of boys and girls in the nursery.
- We develop an action plan to ensure that people with disabilities can participate successfully in the services offered by the nursery and in the curriculum offered.
- We take action against any discriminatory behaviour by staff or parents. Displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner.

Prior to a child attending nursery, parents must complete and sign our terms and conditions and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's details, vaccinations, allergies, parental consent etc.

Pre School Academy nursery sessions are offered as follows:

Full Time Sessions : **7:30 am – 6:30pm**

Part Time Sessions : Morning **7:30am – 12:45pm**

Afternoon **1:15pm – 6:30pm**

This policy was created on	10-11-10
Signed on behalf of Preschool Academy	
Date of review	7-3-17
Date of review	
Date of review	
Date of review	
Date of review	
Date of review	