**ADMISSIONS POLICY**

As an Ofsted registered early years provider, we are legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundation Stage Framework published by the Department of Education.

It is our intention to make our nursery genuinely accessible to children and families from all sections of the local community.

We treat everyone as individuals regardless of their cultural, religious, ethnic, and linguistic backgrounds, sex, gender, social group or disability and do not discriminate on these or other grounds. (Please refer to our Equality Policy for more information.) We have SEND trained staff to ensure all children can access the curriculum.

We welcome children from 2 years of age.

We endeavour to be as flexible as possible about attendance patterns to accommodate the needs of individual children and families. Our admissions manager is happy to chat through the different options available. **Please note** once sessions are confirmed we do require 6 weeks notice for any reduction in the number of sessions. (Please refer to our Fees Policy for more information.)

We require a £150 registration fee to secure your child’s place. This fee is returned once your child has taken up their place **AND** isreceiving funding. **Please note** your child must have funding agreed and in place prior to starting to be eligible for the registration fee to be returned.

We have 30 spaces available for our morning sessions, 25 for lunch and our afternoon sessions. If the nursery is oversubscribed our waiting list is arranged as follows:

**Waiting List**

* We keep a place vacant, if this is financially viable, to accommodate emergency admissions and for looked after children.
* Children with exceptional medical or social needs, provided their needs can be met and supported
* Children living in Jordans Village
* Children whose brother/sister currently attend or previously attended Jordans Nursery School
* Children with a sibling currently attending Jordans School or whose parents intend to send them to Jordans School.
* Children with a close family connection with Jordans Village e.g. Grandparent living in the village, parent working in the village etc.

*This policy was adopted at a meeting of the nursery school held on (date)……………………………*

*Signed on behalf of the nursery school………………………..*

*Understood and accepted by:*