

Our Lady's Catholic Primary School



**We aspire that through the love of Jesus everyone should
"have life and have it to the full."
Jn. 10v10**

ADMISSION POLICY

Approved by: School Governors	Date: October 2023
Last reviewed on:	Date: October 2025
Next review date:	Sept 2026

Admission Policy

NRSRY_26_01

1. Allocation of places

- 1.1. All places are subject of availability.
- 1.2. The nursery is registered to accept children from 2 – 4 years of age.

2. Discrimination

- 2.1. The admission of any child to the nursery will not be discriminated against on the grounds of any protected characteristics, including: Special Educational Needs and/or disability, Ethnicity, Religion, Culture, Sexuality, Language or Gender.
- 2.2. Appropriate/reasonable adjustments should be made to allow families to access the provision if necessary.

3. Funding

- 3.1. All families are provided with extensive information regarding Nursery Education Funding (NEF) before they apply for a place with the nursery.
- 3.2. All families that are eligible for funding are required to provide the necessary information required (can be found in the NEF file, located in the nursery office) to the Nursery Manager before funding can commence. Details regarding deadlines, funding start dates ect. Will be given in good time before the child becomes eligible.
- 3.3. A child becomes eligible for 30h funding immediately after their 2nd birthday. If a child is only eligible to 15h funding this will start the term after their third birthday.

- 3.4. Parents are advised to speak to the Nursery Manager or School Business Manager should they have any queries regarding the NEF.

4. Entry Procedures

- 4.1. All prospective families are required to make an appointment to view the nursery; this can be done via telephone call or email. Full information regarding nursery viewings can be found in our Visitors Policy.
- 4.2. Families will be given a guided tour of the nursery with a chance to ask any questions and have a chat with nursery staff.
- 4.3. A home visit will be organised one/two months before the child's starting date.
- 4.4. Before a child starts at the nursery, it is advised that they attend at least 3 settling in sessions, one of which must be attended with a parent/carer. Full details of settling sessions will be given during nursery viewings.

5. Registration

- 5.1. In order to formally request a space in nursery, all families are required to complete a registration form to include preferred sessions times and days, this must be returned to the nursery office. A copy of the Terms and Conditions should also be signed for acceptance.
- 5.2. Before a child can officially start at the nursery, all families are required to complete an "All About Me" form which includes details of the child's health, development, likes/dislikes, family life etc. This must be handed in to the office alongside a "Permission to Collect" form and "Nursery Permissions" form, all of which can be found in the Nursery Office.
- 5.3. A home visit will be organized to assess the child in their own environment where they feel safe and secure.
- 5.4. A deposit of £ 50.00 will be asked to secure the space in nursery. This will be refunded when the child officially starts nursery school.

6. Fees

- 6.1. Settling in sessions lasting no more than 2 hours are free of charge, any settling in session that last longer than 2 hours will be charged at rate of £4 per hour.
- 6.2. Once a child officially starts at the nursery, an invoice will be issued for the month ahead. Full details of nursery fees can be found in the Welcome Handbook and are detailed on the Nursery Registration Form.

7. Withdrawing a Place

- 7.1 The nursery manager reserves the right to withhold a child's place at their discretion in line with the Equal Opportunities and Parent Partnership Policies.