

Downham Preparatory School & Montessori Nursery

Administration

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

4.1 Admissions

Policy Statement

It is our intention to make our setting 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 setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, in written and spoken form. If requested we can provide these in
- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We make our Equal Opportunities Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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 setting that provides stability for all the children.
- When parents make an enquiry to the Nursery, we make appointment to look around the Nursery with the Nursery manager/Supervisor, in which the registration process is discussed and a copy of the prospectus is given.
- On receiving a registration form, a letter is sent to confirm a place, with further information to follow nearing the term the child is due to start.
- Before the child starts the Nursery, the Nursery Manager/ supervisor contacts the parents and arranges taster dates and confirms sessions, days and times the children will be attending.

This policy was adopted at a meeting of	DPSMN	name of setting
Held on	March 2019	(date)
Date to be reviewed	Annually	(date)
Signed on behalf of the management committee		
Name of signatory	E.J. Laffeaty-Sharpe	
Role of signatory (e.g. chair/owner)	Principal/ Proprietor	