



Admissions Policy & Procedure

Admissions Policy:

- 1) Admission to The Nursery is at the discretion of the Head Teacher and Proprietors. Parents apply through a process of registration and may accept an offer of a place as described below in the admissions procedure and need to accept in writing the school's terms and conditions at the time of accepting the offer of a place.
- 2) The school encourages and welcomes diversity amongst its pupils. Boys and girls of all colour, race and creed are welcome at the school, as are all nationalities.
- 3) The school welcomes, and can offer some assistance to, children with special needs, both physical and other special needs. Parents are expected on the registration form to inform the school at this early stage of any particular special needs that their child may have. The school's Head Teacher, in consultation with the parents and the school's SENCO, will then determine whether and how the school can offer a suitable education for the child. The school's Head Teacher and Proprietors reserve the right to make the final decision on the offer of a place to a child with special needs. The school will aim to accommodate children with special needs where possible, within the physical constraints of our buildings and with strong regard to the maintenance of a high quality education for the children already in the school and the resources that any new child with special needs may require.
- 4) The school aims to achieve a good balance between genders across the school as a whole.
- 5) To encourage the strong sense of community and a positive family atmosphere, the school gives priority to younger children of families who are already in the school or on either our main or waiting lists for future entry. Children of school staff are also offered this facility. The order of precedence for priority is firstly, siblings and then school staff. The Head Teacher reserves the right to act independently to this order of priority at her sole discretion.
- 6) A review and complaints procedure is available to parents on any aspect of the correct conduct of this policy. This is included in the Introduction Pack given to parents on their child's admission to The Nursery and is available by request in writing to the school office.

Admissions Procedure:

- 1) The Nursery admits children in the following way. Children are admitted, through the registration procedure, for entry aged 2 years 9 months into full time morning -school (five mornings per week). Afternoon places are available on five days a week if required. Afternoon places are also available to children during the term before they start full time.
- 2) *Registration and offer of place:* children may be registered from birth. Registration forms are available at the Nursery or from the School Secretary. Registration is confirmation of a place for your child at The Nursery. A deposit must accompany all registrations which will include a non-returnable registration fee.
- 3) The Head Teacher and Proprietors reserve the right to make an offer to any child, wherever they may be on the waiting list or main list.
- 4) *Acceptance of a place:* completion of the Registration and Acceptance Form and Terms and Conditions and payment of the deposit are deemed as acceptance of a place at the school. A full term's notice in writing or full fees in lieu is required if the place is not to be taken up. The term before your child is due to attend, the Head Teacher will arrange an introductory session for one hour for both child and parent.
- 5) *Occasional Places:* occasional places do occur given the international community of Kew and Richmond. The school welcomes children transferring from other London schools, and from elsewhere in the UK and abroad. To assess children's suitability, the school may require sight of reports from the children's previous nursery.
- 6) *A review and complaints procedure:* is available to parents on any aspect of the correct conduct of this procedure. This is available by request in writing to the school office.