**ADMISSIONS POLICY**

It is our intention to make our nursery accessible to children and families from all sections of the local community. In order to accomplish this, we will:

* Ensure that the existence of the nursery is widely known in all local communities.
* Make our Equal Opportunities policy easily accessible-all policies are located in the hallway.
* Welcome comments, complaints and compliments from all families, including prospective parents/carers.
* The nursery has a website [www.amberleynursery.co.uk](http://www.amberleynursery.co.uk) and Facebook page to inform everyone of our current news, day to day running of the nursery and the children’s current learning experiences. We also keep parents informed through newsletters, text messages, Instagram, emails and verbally.
* Parents and carers are invited to come and look around Amberley. A member of the management team will explain our routines, philosophies and answer any questions. They will also be offered a copy of our prospectus.
* If a parent or carer would like their child to attend Amberley they are required to return the completed registration form, registration fee and deposits if appropriate. Current prices can be found in our prospectus.
* Once these have been received then the child’s space can be saved and introductory sessions booked.
* This deposit reserves the child’s space at Amberley and will be returned to the parent/carer when their child leaves Amberley. If a parent or carer declines a space at Amberley then the deposit will not be returned.
* On the first introductory session the keyperson and parents will complete together an ‘All About Me’ form, giving opportunity to pass on and share information about the child’s current interests and needs.
* We do not place a number on the amount of introductory sessions, as we recognise that each child is different and so will settle within different time scales.
* The family will be are asked if their child attends, or has attended, any other childcare provider. With the parents’ permission we will contact any other settings to share details of the child’s development and learning.
* Parents/carers are always welcome to stay and play at the setting and we invite parents/carers to join us on outings.
* We will always aim to make reasonable adjustments to our environment and practices to meet the needs of our children, families and practitioners.

Policy revised January 2019 Lisa Gray