



10 Information and Records

10.2 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, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Our waiting list is organised according to the following criteria:
 - does the child have a sibling who is attending the nursery;
 - are the family members of Belsize Square Synagogue
 - is the child transferring from another Keren's setting
 - the time the cleared deposit funds and registration form reached us;
 - the capacity of the setting to meet the individual needs of the child.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- Failure to comply with the nursery policies, terms and conditions may ultimately result in the provision of a place being withdrawn.
- In order to be included into our waiting list or confirmed list of children all applicants must provide the following:
 - Fill a registration form;
 - Pay a deposit equal to the child's one months' fees;
 - Sign a deposit terms & conditions reservation/waiting list form

- Once a place has been confirmed to a child, parents must also sign our nursery agreement.

Approved and revised on the 2/2/2016 by: Tina Bloch	Date to be reviewed: January 2017
Signed on behalf of the provider:	
Name of signatory	Tina Bloch
Role of signatory	Nursery Manager