



Little Wonders Nursery
Tweedale Street,
Rochdale, OL11 1HH

Issued and Approved by:
Little Wonders
Management

Date of Next Review:
August 2021

Date of Last Review:
August 2020

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ADMISSIONS POLICY

Aims

The aim of this policy is to ensure that every child has fair and equal access to the Nursery. We are an inclusive Nursery that welcomes children from all cultures, backgrounds and abilities. On application to the Nursery at any stage the admissions criteria will be applied fairly to every child. This policy also sets out the appeals procedure and the possible outcomes.

Admissions Criteria

In the case of number of applications exceeding the number of places available points will be given to each applicant based on:

- Siblings already attending;
- First come first serve basis;
- Proximity to the school;
- Attendance at playgroup at least one term.

Procedure for Admission

Visiting the School

- Parents should visit our Nursery before registering their child;
- Parents should telephone the Nursery office to book an appointment to be shown around.

Registration

- Parents who wish to apply for a place for their child should complete an Application for Registration form which can be obtained from the Office.
- The application form should be returned to the office along with an original birth certificate of the child;
- Applications for Registration must be submitted as early as possible to avoid disappointment;
- If the application is successful, the office will send parents an Offer of a Place Letter.
- Parents should accept this offer by signing the Acceptance Form and returning it to the Nursery office.

Admission Appeals

- The parents of any child that is refused admission, can appeal any decision, please consult the Admissions Appeal Policy which outlines the appeals procedure.

Application for Children with Special Educational Needs (SEN)

- This is consistent with our aim that all children should receive the best educational care and attention to develop the child to the best of his/her potential and in line with their peers;
- On this basis we will consider applications of children with SEN on individual merit;
- On successful application we will work with the child, the parents and our SEN co-ordinators (SENCO) and an individual educational plan will be developed for each child.

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Further Information

If you have any further queries or would like to discuss the admission of your child, then please do not hesitate to contact the Nursery office.

Procedure for Appeal

Admissions Appeal Process

If an application for a place is unsuccessful, a letter will be sent to the parents. At this stage, if not already done so, you may contact the Nursery Manager to discuss the reasons for this decision.

Appeals Procedure

If you disagree with the decision and feel you have grounds for appeal, then a letter outlining why you disagree with the decision should be addressed to the Manager. A meeting between the parents and the Appeals Team to discuss the application and decision will be held.

Please be advised that the decision will be communicated in writing within 10 days from the date of the meeting.

Possible Outcomes

- Original decision will be upheld;
- Original decision overturned;
- Decision will be deferred to a later date, reasons or conditions would be outlined in the letter.