

ADMISSIONS POLICY and PROCEDURE

Bluebelle Nursery aim to be accessible and/or suitable to all children regardless of gender, culture, religion and disability. If our premises are not accessible and/or suitable to children/families with disabilities, in accordance with the Disability Discrimination Act of 1995, the Provision will endeavour to identify alternative provision.

In order to accomplish this Bluebelle Nursery will;

- ensure the existence of the provision is widely known and promoted in the local community stating all are welcome
- ensure that notices advertising the provision are displayed in places where all sections of the community can see them, in more than one language when appropriate
- ensure flexibility in our admissions taking into consideration, date of birth, if siblings are already attending nursery, where the family live, special needs of the child and their family and the length of time on the waiting list. Admissions cannot be booked more than a term in advance due to financial reasons.
- keep a place vacant, if financially viable, to accommodate emergency admissions
- before a child is admitted, arrange informal visits to allow parents/carers the opportunity to discuss the needs/requirements of their children with the nursery supervisor
- encourage parental involvement in the management and day-to-day running of the provision as appropriate
- ensure all parents are aware of the settling in policy.
- make the Equal Opportunity Policy widely known.
- under exceptional circumstances the provision may not be able to admit the child if the provision is unable to meet the child's specific needs and requirements. The provision will provide a statement of the reasons for their decision of non admission in writing
- nursery will accept children in nappies, but parents may be asked to come and change soiled nappies or clothes.
- all parents have the right to appeal if their child is not admitted into a provision

Signed.....date.....