



ADMISSIONS POLICY

Safeguarding and Welfare Requirements / 3.68, 3.72

Precious Memories Day Nursery aims to provide a fair and transparent admissions system. The fee structure will be applied fairly and consistently.

The criteria considered when deciding whether a child can be offered a place at Precious Memories Day Nursery are as follows:

- Availability of spaces (taking into account staffing, safeguarding and welfare requirements, the age of the child and the registration requirements).
- A child wanting a full-time place will usually have priority over one requiring a part-time place.
- Children who are siblings of those already with us will usually have priority.
- The date the application is received. If a place is not immediately available, parents/carers will be offered a place on the waiting list and be given an approximate date for joining.
- The setting's ability to provide the facilities for the welfare of the child.
- Eligible children wishing to take up the free entitlement only (two, three and four year olds), will be offered a place for 38 weeks as per the Funding Free Early Education (FEE) 38-week term-time dates, as available during the set hours, given the above criteria. The equivalent of one full-time place will be filled before releasing further sessions. Parents/carers will be informed of the hours available when they apply to the setting.

The conditions once a place has been offered at Precious Memories Day Nursery are as follows:

- Parents/carers who do not take up a place at the agreed time may have their place withdrawn.
- Precious Memories Day Nursery reserves the right to withdraw a child's place in the event of inappropriate parent's/carer's behaviour.
- All parents/carers must adhere to all Precious Memories Day Nursery's terms and conditions and all of the setting's policies and procedures.
- On admission, for our records, we will take a copy of the child's birth certificate or other evidence that proves their date of birth.

If a parent/carer wishes to appeal an admissions decision, they can write to:

Managing Director: Mrs Marian Andoh Telephone: 02077333255

We never discriminate against any child on the grounds of sex, race, religion, colour, creed or disability.