



AKELEY WOOD NURSERY: ADMISSIONS

Akeley Wood Nursery is registered for a maximum of 78 children across our nursery.

The above information is taken from the registration document and is the overriding policy in respect of admissions.

Children may join the Nursery at any time from the age of 12 months to four years (from 9 months if they have a sibling in the main school).

Children are grouped into five rooms:
Ladybirds 1 & 2 (12months +) (minimum 4 sessions)
Caterpillars (2+ years) (minimum 5 sessions)
Butterflies 1 & 2 (3+ years) (minimum 6 sessions)

Children are accepted if we feel we are able to cater for their individual needs. Entry to the Junior School is automatic for all those pupils already attending the Akeley Wood Nursery providing that the School will be able to successfully meet the child's educational needs and that the child will be able to cope happily in the School with the ordinary expectations of school life.

Registration

As there is considerable demand for places, prospective children should be registered well in advance: this is done by returning the School's Registration Form, with a non-returnable Registration Fee (£50), normally after the parents have visited us. Those registered will be placed on a 'firm' or a 'waiting' list. When a place becomes available, the Registrar on behalf of the Headteacher will contact parents in order of registration to discuss the proposed start date and organise settling in days.

Other matters taken into account in deciding which child can be offered a place are:


- Availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements.

- When the application is received (priority is given to those who have been on the waiting list for the longest time).
- The nursery's ability to provide the facilities for the welfare of the child.
- A child requiring a full-time place will usually have preference over one requiring a part-time place.
- Extenuating circumstances affecting the child's welfare or his/her family.
- Children who are siblings of those already with us.

We never have discriminated, and have no intention in the future of discriminating against any child on the grounds of sex, race, religion, colour or creed.

Following this a place will be offered at Akeley Wood Nursery. Parents are provided with a copy of the Parent Contract, Notes for Parents and an Acceptance Form and asked to confirm their acceptance of the place by completing and returning the Acceptance Form, together with a deposit of £500, which will be refunded when the child leaves Akeley Wood subject to the School's Terms and Conditions.

Updated: September 2016
Next Review Date: September 2017

Signed 
Mrs C G Page
Headteacher