



## Admissions Policy

Reviewed October 2016

It is our intention to make the nursery accessible to children from all areas of the community. In order to achieve this, we will endeavour to:

- Ensure that Cherry Tree Nurseries is widely known throughout the community.
- Ensure that our policies and procedures are available to all and that it made clear that all are welcome.

The admissions policy is designed to allocate place on a fair basis and that families wanting to place their child in the nursery are not discriminated against on the grounds of gender, culture, race, religion, background, Special Educational Need and disability.

### Allocation of Places

Parents/Carers should apply to the nursery for a place and complete the initial inquiry form stating hours and days they require, and also the ages of the children. Parents/Carers will then be informed if a place is available.

If the nursery places are full, a waiting list is established, stating the name/s of the child/ren, the day and times required. The initial enquiry form must be dated and signed by the Nursery Manager.

### Criteria for admission

Cherry Tree Nurseries operates a first come first serve policy. One week's fees are taken as a deposit to book and guarantee a place. **There are no refunds in the event of a cancellation or if you leave the nursery within 6 months**, however 50% of the fee will be credited to a future Nursery booking.

Priority will be given to siblings.

If there is a waiting list, places to be allocated will be considered in the following way:

- Children who have siblings in the nursery
- Position on the waiting list in date order
- A child deemed as 'in need'

To be reviewed October 2017