

Admissions Policy - Nursery

The Community Playcentre @ Walberton is registered with Ofsted; our registration number is **EY496233**. We provide care for up to 35 children from babies up to 11 years.

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Looked after children/children with SEN diagnosis.
2. Siblings of children already attending the Playcentre.
3. Family resident within local Postcode: Walberton, Binsted and Fontwell.
4. Those requiring the greatest number of sessions/hours per week.

Enquiries

When an enquiry regarding places is made, parents and or carers will be invited to visit the setting when a staff member will show them and their child or children around our setting. The staff member will explain about our setting, and answer any questions.

We will provide:

- Information regarding availability of places.
- Booking Form which will need to be completed if you wish to reserve a space.
- Fees for sessions including any Free Entitlement.

If a place is available, the parents will be invited to visit the Playcentre to collect the Registration Forms, and discuss the starting date. Forms can also be emailed to families.

If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking a Place

If a place is available, on receipt of a completed **Booking Form** and **non-returnable Booking Fee** the Playcentre Manager will reserve the place.

Parents or Carers will be given a full set of registration forms which include registration form, medical form, parent contract, booking form, photo and sun cream permission form and GDPR compliance.

Registration

If a place has been reserved, the parents and child will be invited to visit the Playcentre for an induction near to the starting date, which involves a minimum of 2 x 1-hour sessions.

The child will only be able to attend the Playcentre when all the completed registration forms are received.

Permanent place: Nursery Term Time only

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, a minimum of four weeks' notice in writing is required (excluding school holidays).

Permanent place: Nursery Full Year

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, a minimum of four weeks' notice in writing is required.

All booked places are charged for in full within the notice period.

Temporary booking:

We will accept temporary or occasional bookings only if there are places available. If a temporary place has been booked and is no longer required, the Playcentre must be given one weeks' notice. If notice is not given, the place will still be charged for.

This policy was adopted by: Community Playcentre @ Walberton	Date: 22 nd November 2022
To be reviewed: by end November 2023 	Signed:  Chair Trustees CP@W

This policy is not contractual.