



## Admissions Policy And Procedure

Our aim of this policy is to provide a fair and just admission procedure free from any discrimination for all children and to set out the procedure to be followed when a new child applies to joins our setting.

### **Admissions procedure**

A visit is arranged with a senior member of Wickham Montessori School staff, to show prospective families around and answering any questions they have. A prospectus will be offered with further information about the nursery, including session times and costs.

Parents/carers will then apply for a place via our school website  
[www.wickhammontessori.co.uk](http://www.wickhammontessori.co.uk)

Once this registration form has been received the manager will contact the parents/carer to confirm a place, or put the child on a waiting list if need be. Every effort will be made to accommodate children wishing to attend preschool, while adhering to requirements from Ofsted.

Our admissions are based on a waiting list system, priority will be given to those who have been on the waiting list longest.

Adult: child ratio's must be adhered to at all times,

The place being offered must be financially beneficial for the preschool or must not make us run at a loss.

Where possible we aim to provided preferred session times, or provide alternative days/ times if these are not available.

We operate a minimum of two sessions booking per week on different days.

No child or family will be discriminated against on the grounds of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

When the place has been confirmed we will arrange settling in sessions (see settling in policy). At this stage a contract must be signed and all other necessary information must be provided.

Children's confidential contact information, medical records, dietary requirements and permission slips will be stored electronically and must be in place before start date.

If a child is on a waiting list the family will be contacted at regular intervals to ask if they still require the place & to keep them informed of the situation.