



ADMISSIONS POLICY

St. Peter's Nursery School operates between the hours of 09.00am and 12.00pm, five days per week, during school term times only. We accommodate children aged 2 $\frac{1}{2}$ years to 5 years. The Nursery arrangement is that usually children aged 2-3 years attend three days per week (Monday, Wednesday and Friday) and children aged 3-5 years attend five days per week.

St. Peter's Nursery registration form is available in both hard and soft copy. At present the Nursery does not have a waiting list, therefore any enquiry for places would be accommodated.

Our registration form asks for permission to contact any previous setting that the child may be attending, to ensure a smooth transition, who has parental responsibility for the child, home language, religion, emergency contacts should the parent/carer be unavailable, special educational needs or disability, dietary requirements, health requirements. It also includes permission for staff to share the child's details should they need hospital treatment and to information shared with outside agencies should the child need extra support in their development. Also, permission to take photographs of their child.

Our brochure which is sent out to all new parents/carers details how the Nursery operates, current fees charged and it also highlights our policies. The Nursery's policies are available to be viewed at any time.

Before a child begins with the Nursery, the parents/carers and child are invited to come for a visit, so that they can look round, meet staff and ask any questions they may have about the Nursery. This also enables the child to have time to find out what Nursery is all about. During this visit the parent/carer will be told about the collection procedure should they be unable to collect their child. Parents/carers are also advised about the importance of keeping the Nursery up-to-date with any changes in their child's personal details.

St. Peter's Nursery School advertises on the Surrey County Council website.

This policy was reviewed and agreed at a meeting of the St Peter's Nursery School Management Committee held on 9th May 2012.

A rectangular box containing a handwritten signature in cursive script, which appears to read 'C. Wilson'.

Signed on behalf of the Management Committee by Catherine Wilson, Chair of the Management Committee