



Parents may apply at any time for a place at the Nursery and we have three intakes per year at the beginning of each autumn, spring and summer term. Parents or guardians are required to fill out a registration form detailing:

- Name, address and date of birth providing a copy of the birth certificate
- Details of those persons having parental responsibility of the child
- Start term and number of sessions required
- Name and address of parents/careers
- Emergency telephone numbers – at least 2 numbers
- Special diets, allergies or any known medical conditions
- Name, address and telephone number of Doctor

We will ask for the completion of an Individual Health Care Plan if any allergies or known medical conditions are disclosed.

Confirmation of a place will only be given upon receipt of a completed registration form, copy of the birth certificate and registration fee. A registration fee is not required if the child is accessing his or her Early Education Funding from the term they join.

Children will only be accepted, if in doing so, the legal number of children attending the Nursery is not exceeded.

Children will be accepted on a first come first served basis irrespective of family status, religion, gender, grant support, ethnic grouping, disability, or any other relevant factors.

Children will be invited to participate in an induction session when parents may stay for all, some or none of the session. A home visit will be offered to each family. Families are free to decline this offer.

Children may, subject to availability, increase their attendance at the beginning of each term.

Signed for and on behalf of Foxglove Nurseries

Lindsey Harvey (Principal) :

Date :

POLICY 16 – ADMISSIONS POLICY		Issue Date: Oct 2024	Page: 1 of 1
Document Owner: Lindsey Harvey (Principal)		Next Review Date: Nov 2025	