

ADMISSIONS POLICY

Hambledon Nursery School is a nursery school for children aged 2 – 5. The school is organised as follows:

Blue Room – children aged 2 – 3

Red Room – children aged 3 – 4

Hambledon Nursery School is an inclusive practice, where each child and family is treated fairly regardless of race, religion or ability. We oppose discrimination and prejudice and welcome all families to the setting ensuring they have the opportunity to access a high-quality provision in care and education.

The Head Teacher and School Secretary are responsible for handling all admissions to the nursery school.

In certain circumstances permission may be granted to extend the time a child spends at the nursery up to and including the term in which they turn five. At that point a child reaches statutory school age and arrangements must be made to take up an appropriate school place.

All admissions are handled by submission of a Registration Form, birth certificate and administration fee. These are dealt with systematically by the date the Registration Forms are received by the Nursery School and an acknowledgement will be sent out. Provisional places are reserved according to the age of the child and the availability of spaces within the setting and will be confirmed the term prior to the start date. *Parents reserve the right to defer a place that is offered for one term. After this point the nursery can not guarantee the place will be held if a further terms deferment is requested.* If no spaces are available then the child will be placed on a waiting list, which is also operated by date order, until such a time as spaces may become available. We require a minimum of two separate sessions over two days when parents commit to taking up a place. We would encourage parents to add in at least one afternoon session, at Hambledon nursery, for their child(ren), before leaving the nursery to start school to support their development and preparation for this important transition.

Children already enrolled at the Nursery requiring extra sessions should contact the office. These enquiries will be handled in date order alongside the 'new starters' and waiting lists.

A term's notice in writing is required to cancel a place. Failure to give a term's notice will result in a term's fees being charged at the discretion of the Trustees. Where sessions are booked in advance, a term's notice is required to reduce the number of sessions. If you are unable to give a term's notice due to unforeseen circumstances, then we ask you to inform the nursery school in writing whereupon the Trustees will make a final decision on the outcome.

Hambledon residents – every effort will be made to accommodate the children of families living at postcodes within the Parish of Hambledon.

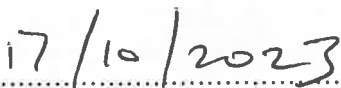
This policy was adopted by the Management Committee of Hambledon Nursery school in May 2013 and reviewed October 2023.



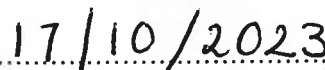
Chairman of Trustees



Head Teacher



Date



Date