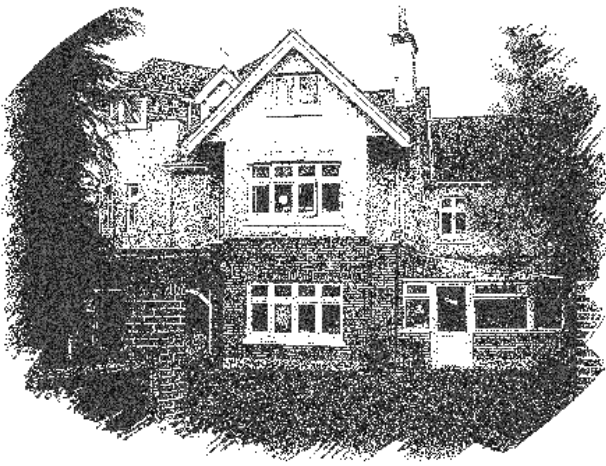




QUEENS PARK MONTESSORI DAY NURSERY

**155 Richmond Park Road
Bournemouth
Dorset
BH8 8UA**

Telephone: (01202) 523293

Proprietor: Mrs Alison Toms

Ofsted Reg: EY242933

ADMISSIONS POLICY

At Queens Park Montessori Day Nursery we care for 29 children between the ages of four months and five years.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff:child ratios and the facilities available at the nursery.

When a parent displays an interest in securing a place at our nursery, they are required to complete a registration form. Once this is received, it is dated and filed in the waiting list. Spaces are offered in accordance with when the child was registered, on a first come first served basis, with due consideration given to the following:

1. Availability of places, taking into account staff:child ratios and the age of the child
2. Children who have siblings who are already with us
3. When the application is received (extra weight is given to those who have been on the waiting list the longest)
4. The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements, and any additional needs of the child
5. Any extenuating circumstances affecting the child's welfare or the welfare of their family.
6. We do not accept children for either one half or one whole day. They must attend for a minimum of two half days.

Parents on the waiting list are contacted by phone or email when a space is available.

We operate an Inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

This policy was adopted on:

Signed on behalf of the nursery:

Date for review: