

Stow-on-the-Wold Nursery School

Information and Records

Admissions

Policy Statement

It is our intention to make our nursery accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our nursery is advertised.
- We ensure that information about our nursery is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required.
- We arrange our waiting list on a first come first serve basis and completed Registration forms are dated on arrival. However, we also take into account the following information:
 - the age of the child.
 - the vicinity of the home to the nursery; and
 - siblings already attending the nursery or Primary School.
- Places and sessions will be confirmed three months before the child is due to start.
- The nursery takes three intakes a year in September, January and April.
- There are a limited number of places for children aged between 2.10 and 3 years.
- Children who are in their pre-school year are given priority for the afternoon sessions.
- The nursery follows the Gloucestershire County Council code of practice for Early Years Funded 2, 3 and 4 year olds.
- When a child attends two settings the funding is divided between both settings in accordance of the code of practice.

- We describe our nursery and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our nursery and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our nursery and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the nursery.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the nursery that provides stability for all the children.