

ADMISSIONS POLICY

At St Paul's Church Nursery, we believe that all young children should have an equal opportunity to access high quality, Early Years Education. We aim to maintain a balance in our nursery reflecting our commitment to equalities and fairness. We believe there needs to be clarity with regard to the priorities, criteria and procedures for allocating places.

It is our intention to make our Nursery provision available to children and families from all sections of the local community, taking into account those living in the parish area, sex, age, attendance by siblings and long-term commitment to the Nursery and Community. This will reflect our implementation of our Equal Opportunities Policy.

Priority places will be offered to FEET funded children, looked-after Children with Child Protection and children with Special Educational Needs, supporting Surrey's Local Offer.

ADMISSIONS PROCEDURE

Families are invited to visit the nursery and complete an application form if they are interested.

The admissions process usually starts in February, although we will make every effort to accommodate admissions throughout the year, dependant on places available.

To secure a place, a deposit of £150 is paid. This is not the case for FEET funded children.

Email and telephone communication will keep the family aware of the stage of the admissions process.

The family will be offered a place from February onwards and the days will be allocated taking on board the family preferences and the age of the child. We recommend younger children have 2 or 3 days and then the older cohort up to 5 days.

Children will usually be admitted from September, although there are some places reserved for January intake.

If there are no places, children will be added to the waiting list.

Our policies are accessible on the website and also as hard copies on request.

At St. Pauls Church Nursery, we pride ourselves on communication and transparency. Our Administrator, Naomi, is the point of contact on nursery@stpaulsdorking.org.uk and 07913467703. Our staff are always happy to discuss any queries.