

Admissions Policy



Grass Roots Nursery Group: Admissions and Fees

Purpose:

This policy outlines procedures for admissions, fees, and opening hours at Grass Roots Nursery Group.

Admissions

- We welcome children aged 0-4 years (New Road: 18 months-4 years).
- We operate an open and fair admissions policy, prioritising inclusivity and equal access.
- Admissions are based on the following factors:
 - Availability of places and staff-to-child ratios.
 - Siblings already attending the nursery (priority may be given).
 - Application date (earlier applications may be prioritised).
 - Ability to meet the child's needs and provide appropriate staffing.
 - Full-time vs. part-time needs (full-time may be prioritised based on availability).
 - Extenuating circumstances affecting the child's or family's welfare.

Registration

- Prior to enrollment, parents must complete a registration form with personal details.
- The registration form includes acceptance of the nursery's terms and conditions.
- No registration fee is taken, but we ask parents to inform us of any cancellation of place as soon as possible.

Gathering Information

- Parents are given the opportunity to complete forms which are attached to the welcome email. These include information about allergies, intolerances, weaning stages and healthcare needs.

Capacity

- Grass Roots St Peter's: 53 children (0-4 years).
- Grass Roots New Road: 34 children (18 months-4 years).
- Capacity limitations are set by Ofsted regulations and staff-to-child ratios.

Government Funded Places

- We offer funded places for 2, 3, and 4-year-olds (subject to availability).
- These places are allocated on a first-come, first-served basis.
- Funded sessions are flexible (term-time only or stretched across the year).
- Funding does not cover meals, consumables, additional hours, or services.
- Please refer to the "Nursery Fees" policy for details.

Opening Hours

- Grass Roots St Peter's: 7:30 am - 6:00 pm, Monday-Friday (closed Christmas-New Year and bank holidays).

- Grass Roots New Road: 8:30 am - 4:00 pm, term-time only.

Fees

- Invoices are sent monthly and due on the 1st.
- Weekly payments can be arranged with the management team.
- Payment options include cash, card, bank transfer, Family pay, and tax-free childcare vouchers.

Commitment to SEND and Inclusivity

- Regulatory Compliance: We operate an open and fair admissions policy, prioritising inclusivity and equal access for all children.
- SEND Code of Practice: In line with the [Special Educational Needs and Disability \(SEND\) Code of Practice](#), we are committed to providing a graduated approach to support.
- Individual Support: Admissions decisions consider our ability to meet a child's specific needs and provide appropriate staffing levels.
- Collaborative Assessment: We work closely with parents and external professionals to ensure that any necessary "reasonable adjustments" are made to allow a child to thrive within our capacity limitations.
- Healthcare Needs: Parents are required to provide detailed information regarding healthcare needs and allergies prior to enrollment to help us prepare the appropriate environment.

Review and Dissemination

- This policy is reviewed annually by management.
- The policy is distributed to all staff, volunteers, and parents.