



# **Admissions Policy**

*Oaklea Montessori CIC* has an 'open door' policy for admissions, welcoming children from all family backgrounds, ethnic origins and religions valuing and respecting all. Also, *Oaklea* would be pleased to discuss the requirements of children with special needs and those experiencing financial difficulties. *Oaklea Montessori CIC* is committed to its stated CIC object to

“actively provide an opportunity for all sectors of society to access a Montessori approach of childcare and education by providing an affordable, accessible and flexible provision.”

Our strapline is '*Accredited, Affordable, Accessible*'.

## **EYFS (Revised): Key Themes & Commitments**

Overarching principles:

- every child is a **unique child**, who is constantly learning & can be resilient, capable & self-assured:
- children learn to be strong & independent through **positive relationships** ‘
- children learn & develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners &/or carers.
- Providers must have & implement a policy, & procedures, to promote equality of opportunity for children in their care.

## **Procedures**

The following procedures ensure that these aims are managed openly and fairly for the benefit of all families.

Information about our setting is accessible in written, electronic and spoken form as required. We provide translated materials as language needs of families require (including Braille).

All children (including siblings) will be placed on the waiting list on receipt of the Child Registration Form and registration fee. A registration fee is not required where a child is accessing only their FEEE (Free Early Education Entitlement). However, if parents subsequently change sessions to include additional costs then a fee will be required (see Payment Policy). The date of receipt of this form will dictate the order in which places are allocated. Those on the waiting list will be advised of a place early after the half of term prior to their intended start date.

Inevitably places are limited and whilst every attempt is made to meet requirements, *Oaklea Montessori* is unable to guarantee that places will be available to satisfy everybody's choices. When oversubscribed, the following criteria will be followed when allocating places:

1. Looked after or recently adopted children new into the area.
2. Children from lone parents or families who are in receipt of benefits or who are eligible for all applicable universal or tax credits.

3. Children already attending the nursery. Parents wishing to increase or alter their children's sessions must complete and sign the *Changes to Existing Sessions Form*. However, requests must be received BEFORE the half term holiday preceding the term you wish the altered sessions to take place.

September changes BEFORE May half term

January changes BEFORE October half term

April changes BEFORE February half term

4. In order to allow for unforeseen or occasional special circumstances, the manager will have ultimate discretion when allocating places.

***All new admissions sign a parent / provider agreement and attend an Induction Meeting in order to ensure that all families are able to access Parentzone and have a clear understanding of Oaklea Montessori conditions, policies and procedures. All relevant policies are available on the website.***