



Admissions Policy

At The Acorn Nursery we care for up to 112 children between the ages of 2 and 5.

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.

We operate a waiting list, and places are offered on an availability basis. The Acorn Nursery reserves the right of admission as well as the right to withdraw the offer of a place at any time. The Acorn Nursery reserves the right to terminate any child's enrolment, or restrict access to parent or child, at any time without notice, in consideration of the protection of other children and staff, and the well-being and smooth operation of the Nursery.

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.

Registration

We understand that some families may wish to register their child before birth. While we are happy to accept registrations during pregnancy, we encourage parents to only move forward when they feel comfortable making this decision.

Please note that we will only accept registrations after the first trimester.

Once your child, you must contact the registrar to confirm your child's full name and date of birth so we can update our records accordingly.

There is a £150 registration fee payable by applicants at the time of registration. *(This fee is subject to change)*

Within each month of the year, approximately ten applications of children born within that month will be added to the waiting list. A place on the waiting list does not guarantee a place at the nursery. Any applications surplus to the ten per month which are admitted to the Waiting List will be added to the Emergency Waiting List.



Parents making late registrations will be reminded of the very small chance their children has of securing a place due places being so over-subscribed.

Allocation of Places

One year before the September of intake The Acorn will reach out to parents on our waiting list in Registration order and offer the children a place in the nursery.

The Registrar will notify the families that they have received the offer of a place at the nursery. If any of these places are immediately refused, places once more become available.

These places may then be allocated at the discretion of the Registrar and Head. The following points may also be considered:

- Families that receive recommendations from current families or families who are well known to the Acorn.
- Families which complement the nursery community
- Families who live close to the nursey
- Families that have been in close contact with the nursery throughout the registration process.

The Acorn Nursery operates a sibling policy.

If an older sibling has attended the nursery, a place for any younger siblings is guaranteed.

Deposits

One year before expected date of entry, the deposit of £1000 will become payable. Families will be notified by the registrar.

Places that are offered one year, or less before the expected date of entry, a deposit of £1000 is payable within 2 weeks.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two to five year olds for early learning sessions specified by the local authority.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.



The Acorn Nursery School



We reserve the right to limit and/or have specific funded sessions, according to our business requirements. (Please see our Funding policy)