



**at Potters Bar United Reformed Church**  
**Darkes Lane, Potters Bar, Hertfordshire, EN6 1BZ**

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## ADMISSIONS POLICY AND PRACTICE

### POLICY STATEMENT

It is our intent to make Tilbury Nursery accessible to children and families from all sections of the local community. We aim to ensure that all sections of our local community and further afield have access to the nursery through open, fair and clearly communicated procedures. All children are welcome at Tilbury Nursery irrespective of race, religion, culture or ability.

### PROCEDURES

We advertise Tilbury Nursery in a variety of places and in a range of formats:

- Members of our team talk to people in the community.
- Past and present parents recommend us by word of mouth.
- Nursery participates in the local carnival with a walking float and a stall.
- Flyers to local shops and businesses ; greengrocers, doctors, libraries, local primary schools and private schools.
- Banners attached to the premises and near supermarkets.
- Merchandise with our logo on at the local school uniform shop.
- Advert in local free paper distributed to 1300 homes/businesses.
- Advert in programme for the local annual Christmas Fayre.
- Tilbury Nursery, Potters Bar website.
- Tilbury Nursery, Potters Bar facebook page.

Parents may contact the nursery for more information. Please see the contact details at top of this policy.

Prospective parents/carers are asked if they would like us to translate information into a home language other than English.

All staff have had basic training in Makaton sign language.

**After contacting the nursery**, parents and carers will be given all the information necessary to make an informed decision about the nursery and be offered an opportunity to look around on a normal working day. They will be given a prospectus if they have not already accessed one online and an application form (which can also be downloaded) and details of the admissions policy.

Information should it be sent or delivered to parents will include a prospectus and details of the admissions policy.

## **CRITERIA FOR ADMISSION**

Tilbury Nursery is registered to accept children between the ages of 2 years 4 months and 5 years. We are part of the 2 year old and the 30 hour HCC funding scheme.

The nursery is open to all, however in the event of over subscription, the criteria for admission in the order of priority is as follows:

- 3 and 4 year olds.
- 2 year olds (2 years, 4 months) with HCC (Herts County Council) funding.
- Siblings of children currently attending.
- Date of application.
- 2 year olds (2 years, 4 months) starting on 2 mornings with additional sessions at the Manager's discretion and depending on availability.

**Application forms, available from the Manager, Ms. Helen Lee, or from our website,** should be completed fully and returned (along with a registration fee of £10 in the case of 2 year olds (2 years, 4 months) who are not in receipt of HCC funding). The application will be acknowledged by email as soon as possible.

**The decision to offer a place** at the school rests with the Management Committee.

**We monitor** the gender and ethnic background of children joining to ensure that our intake is representative of social diversity (see reverse of application form and summary of cohort entry details). We have a Valuing Diversity and Promoting Equality Policy (see policy document in nursery cupboard and policy file on parents table in the nursery foyer).

**Offers of places will be made by letter** half a term before your child is due to start, i.e. in May, October or February for children starting in September, January and April, respectively. While every effort will be made to accommodate your wishes, depending on their availability it may sometimes be necessary to allocate different sessions.

**Offers of places need to be accepted within two weeks** to secure your child's place, together with a deposit of £25 (unless your child is on HCC funding). The £25 deposit will be deducted from your first half terms fees.

**In the event of a place being available** the parent or carer and child/children may be invited to visit for an information session and a possible start date will be agreed.

**Should you later wish to alter the sessions attended,** it is necessary to notify the Manager in writing giving half a terms notice of the requested change. Again while the Nursery will try to fit in with your request it may not always be possible if spaces are not available. However you will be informed of the outcome as soon as possible.

Any concerns about admissions should be discussed with:  
The Tilbury Nursery Manager - Ms. Helen Lee.