

## **Admissions Policy Ladybird Montessori Nursery.**

### **Statement of intent**

It is our intention to make our nursery accessible to children and families from all sections of the local community.

The Nursery is open 5 days a week, Mondays to Fridays 8.30-3.30.

### **Aim**

We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures. In order to achieve this aim, we operate the following admissions policy.

**We arrange our waiting list in receipt of dated registration forms. Places will be allocated to children on the waiting list strictly in order of receipt of their application form and registration fee. However, priority will be given to siblings of children already in the Nursery.**

- We ensure that the existence of the nursery is advertised in places accessible to all sections of the community.
- We describe our nursery and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We are flexible where possible about attendance patterns to accommodate the needs of individual children and families. **However we operate as an educational, term time only, Montessori Nursery School and children are required to attend a minimum of 2 mornings or 2 afternoons and a minimum of 3 mornings a week in the pre-school year.**

### **Free entitlement.**

Free Entitlement for 3 year olds is available the term after your child's 3rd Birthday and each child qualifies for 15 hours of Free Entitlement, (for some children 30 hours) subject to the sessions being available. West Sussex County Council requires all parents/carer to fill out a Free Entitlement declaration which will be given to Parents by the Head teacher with explanations to help.

**Early years funding can be used during the morning period for 3 hours** but children will be expected to attend for a full session to complete the full Montessori work cycle and therefore will be paying for the **additional** hours.

Children registering for morning sessions are required to pay **termly fees** by the first day of term.

- Parents accessing the free entitlement solely on the afternoons will not be sent an invoice. We offer the Early Years Free entitlement for 3 hours every afternoon without the requirement of a deposit.

Parents accessing hours outside of funding will be invoiced with a zero charge for Early years funding and a total amount for the remainder.

Our priority is to provide full day sessions where possible eg 8.45-3.30 and therefore parents choosing to access these sessions will have first priority. Full explanations of the free entitlement delivery will be given during your visit to Ladybird.

More information on West Sussex Free Entitlement available at; [www.westsussex.gov.uk/free-entitlement-for-3-and-4-year-olds](http://www.westsussex.gov.uk/free-entitlement-for-3-and-4-year-olds).

We can also offer free entitlement to children aged 2 who are eligible. We can offer morning or afternoon sessions and can be quite flexible however a minimum booking of 2 sessions over 2 days is required. [www.westsussex.gov.uk/free-entitlement-for-2-year-olds](http://www.westsussex.gov.uk/free-entitlement-for-2-year-olds).

This policy was updated by Ladybird Montessori Nursery Ltd on 8/8/2019 by Charlotte Henderson