



Safeguarding and Welfare Requirement: Information and records

10.2 - Admissions Policy

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.

We receive enquiries through the preschool website, word of mouth and various advertising that the preschool does. Parents are offered an appointment to come with their child to view the preschool and meet the manager/deputy manager. A full Information Pack is then given during this initial visit which includes information about the Montessori approach in early years, a Reservation Request Form and our Terms & Conditions.

In order to book a place at the preschool the Reservation Request Form and Terms & Conditions must be fully completed and returned to us together with a **£150.00** deposit to hold the space. Upon receipt of these items and subject to availability, we email to confirm the start date and sessions booked. The deposit is used to hold a place for your child and is refunded against your final invoice from the preschool, providing correct notice has been given. If a confirmed place is cancelled by the Preschool the deposit is returned in full however if the place is cancelled by the parents/carer the deposit is retained by the Preschool.

Prior to a child attending Orpington Montessori, parents/carer must:

- Give a copy of the child's birth certificate,
- When appropriate complete a copy of the Bromley Early Years Parent Contract stating the hours your child attends and their funded hours. This is an agreement allowing us to claim the government funded place.
- Sign our Terms and Conditions and fully complete our Registration form. These forms provide the setting 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.
- Complete a Child Profile – this tells us what their child can do at home as well as their likes and dislikes. This allows the Preschool to establish a starting point for the child and it is particularly important during the settling period.

Waiting List

We operate a free waiting list and parents are encouraged to book early for places. At the time when a booking can be confirmed, a deposit of **£150.00** is necessary to secure the place. Our admissions policy will take Staff - Child ratio into account at all times and is on a first come, first-served basis, but with the following exception:



Orpington Montessori Preschool



- Current part-timers who wish to increase are given priority over children on the waiting list.

Providing Government Funded Places – Two year old funding and Universal 15 hours.

All funded sessions are in line with the Government’s Statutory Guidance and Local Authority requirements. 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. We will try to accommodate hours needed or if changes to hours are needed this should be requested a clear term in advance (14 weeks).

All funded or paid for sessions must be requested in advance and any reduction in sessions booked or a cancellation of a place (notice to leave) must be made in writing giving a clear term notice in advance. Notice will not be accepted part-way through a term.

	2 year old funding	Universal 15 hours	Extended Entitlement (30hours)	
Free Offer	Monday and Friday 9:00am until 12:00pm and Tuesday, Wednesday and Thursday 12:30pm until 15:30pm 38 weeks a year	Monday and Friday 9:00am until 12:00pm and Tuesday, Wednesday and Thursday 12:30pm until 15:30pm 38 weeks a year	Not Offered	These hours are free and will be allocated on a first-come, first-served basis.
Intake	Term after child turns two	Term after child turns three until compulsory school age		

This policy was adopted at a staff meeting of Orpington Montessori Preschool in November 2018.

On behalf of Orpington Montessori – Cima Shahroudi

Role – Group Manager

Date of Review: October/November 2019 or earlier if required.