

Nursery & Pre-School

ADMISSIONS POLICY

Policy Statement

Our intention is to make Bushey Gan Nursery & Pre-School accessible to children and families from our community.

Our Aim

We aim to ensure that the community has access to Bushey Gan Nursery & Pre-School through fair, open and clearly communicated procedures.

Our Procedure

Our admissions policy will take into account the following considerations:

- Birth Order
- Members of Bushey United Synagogue
- Siblings of children currently attending Bushey Gan Nursery & Pre-School
- Siblings who previously attended Bushey Gan Nursery & Pre-School
- Date of application
- Emergency admissions can be accommodated if there is space available.

We are registered to accept children after they are eighteen months old.

Parents are required to register their child/ren as a first point of contact. This can be done either online via the nursery website or a hard copy. A copy of the child/ren's **full birth certificate** must accompany the registration form. On registration, a non-refundable admin fee of £40 is payable.

Parents who are interested in making an application for our nursery are invited to visit, and will be shown around by the Nursery Manager. This visit can be booked by telephone on 020 8386 1515, via email nursery@busheyus.org or via the 'contact us' tab on our website <https://busheyganim.org.uk/contact/>.

Wherever possible, a place will be offered in writing the term before the child is due to start; parents will have seven working days to decide whether to accept the place. This deadline may be significantly shorter when places become available unexpectedly.

A deposit of £100 is required to secure the place. This is refunded in the last term of attendance, provided that we have been given the appropriate notice period.

If a parent wishes to withdraw their child from the Gan, they are requested to give the nursery half a term's notice in writing. Failure to do so will incur a charge of half a term's fees. If a parent wishes to decrease their child's hours, half a term's notice is also required.

- We ensure our admissions procedure provides for children with special needs.
- We monitor admissions to ensure no accidental discrimination occurs.
- We make our equal opportunities widely known.
- We welcome fathers, mothers, other family members as well as carers and childminders.