

Admissions

Policy Statement

It is our intention to ensure that the nursery is accessible to all children and their families who are connected with the University of Reading (staff member or students). Where possible we provide places to those who can demonstrate student status as a priority but aim to maintain a 60/40 split between staff and students.

Initial Enquiries

Information about the nursery is accessible in writing and verbally.

Customers can register their interest by completing the relevant form. This is available via our website, by email request or by visiting the nursery. All customers are encouraged to attend a tour of the nursery. During this time they can observe children at play, talk with practitioners and ask questions of the person conducting the tour.

Once the Register of Interest form is received the application is assessed on the following:

- Sessions required
- Age of the child
- Staff or student status
- Whether any siblings already attend the nursery

If the nursery is unable to fulfil their requirement we will offer to add their request to the waiting list until such a time we can accommodate them. The nursery regularly reviews all applications however contact will be made once a place is available. If customers require an update on their application they are encouraged to contact the nursery directly.

Offering a Place

Places are offered based on availability and on a first come first served basis, the age of the child and whether the parent can demonstrate student or staff status.

We will not discriminate against any child or their family or refuse entry to a child on the basis of gender, ethnicity, disability, religion, belief or any other aspect regarding background. For further information relating to children with Special Educational Needs please refer to our "Supporting Children with Special Educational Needs" policy and our Valuing Diversity policy for information on how we promote positive regard for understanding differences and abilities.

A childcare place will be offered by way of issuing an official offer letter either by post or email. The offer letter will reserve the place for 10 working days from the date of the letter. To secure this offer a signed contract, a deposit of £200 and a £50 non-refundable administration fee must be received within the 10 working day period (the deposit does not apply to children who are accessing the free education sessions only). The deposit is retained until we receive notification that you wish to terminate your contact with the nursery and providing that the required notice is given and that the balance on the account is clear.

Where no communication is made regarding the offer of a childcare place the nursery reserve the right to withdraw the offer, where this is the case customers will be notified in writing.

Accepting a Place

Once the childcare place has been accepted the following procedure is followed:

- Practitioners liaise with the customer to plan induction visits for this child, this can include a home visit however this is not compulsory. During these visits customers are required to discuss their child's individual needs.
- All customers are asked to complete an "All about Me" form for every child; this provides the key person with initial information and knowledge of the child.
- Induction sessions, also referred to as pre-visits, are completed over 3-5 sessions, lasting between 1 and 2 hours.
- Customers are asked to complete an Personal Details Pack which details the child's personal information such as emergency contacts, Doctors information, people with parental responsibility, and other important information. This must be completed before the child starts in the nursery and before any unaccompanied pre-visits.