



Admissions Policy

Once Upon A Time Nursery aims to be accessible to all children regardless of gender, culture, religion and disability. If the premises are not suitable for a child with disabilities, in accordance with the Equality Act 2010 the nursery will endeavor to identify alternative provisions.

The nursery will:

- Ensure the existence of the nursery is widely known and promoted in the local community stating all are welcome
- Ensure that notices advertising the nursery are displayed in places where all sections of the community can see them
- Before a child is admitted, arrange informal visits to allow parents/carers the opportunity to discuss the needs and requirements of their child
- If a child has any specific medical conditions, following information shared by the parent/carer, the nursery will inform their insurers and where appropriate add the child's name and medical details to the insurance policy before the child starts nursery
- Encourage parental involvement in the management and day-to-day running of the nursery as appropriate (feedback obtained from annual quality assurance forms)
- Under exceptional circumstances the nursery may not be able to admit the child if the nursery is unable to meet the child's specific needs and requirements. The manager Donna Rix will provide a statement of the reasons for their decision of non-admission in writing
- All parents have the right to appeal if their child is not admitted to the nursery
- Ensure all parents are aware of the settling in policy.