



JOHN WILKINSON NURSERY AND OUT OF SCHOOL HOURS PROVISION

REGISTRATION AND BOOKING PROCEDURE AND POLICY

STATEMENT OF INTENT

It is our intention to make Nursery accessible to children and families from all sections of the local community. We also believe parents and children are entitled to a clear understanding of the process of our registration procedure.

AIM

We aim to ensure all sections of our community have access to the Nursery through open, fair and clearly communicated procedures. The aim of this policy and procedure is to clarify to parents/carers the registration procedure.

METHOD

In order to ensure all sections of our community have access to our Nursery will ensure: -

- Nursery will widely be advertised in places accessible to all sections of the community
- We ensure the information about our Nursery is accessible – in written and spoken form - and is available on our website. Also where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter
- We describe our Nursery and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders
- 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 describe our Nursery and its practices in terms of how it enables children with disabilities to take part in the life of the pre-school
- We monitor the gender and ethnic background of children joining the group and ensure that no discrimination is taking place
- We make our equal opportunities policy widely known
- We consult with families about the opening times of the Nursery to avoid excluding anyone
- We attempt to be flexible about attendance patterns to accommodate the needs of individual children and families
- We remain a pre-school first although will make every effort to secure places for all over 2 year olds requesting sessions

Priority for Allocating Sessions

Please see our Admissions criteria.

Registration and Booking Procedure

Procedure for Session Request Forms for Existing Attendee's.

Just after half term the following will happen:

- The Administrator will issue the session request forms accompanied with a letter and Nursery Education Funding form.
- The letter and forms will have the individual child's name written on the top.
- The letters will be given to Nursery staff to distribute to children and families.

One week after the distribution of session request forms:

- All responses should have been returned. If this is not the case the Administrator or Manager will chase outstanding forms. These must be completed by the final cut-off date noted on the letter. Late submission will not be processed.
- A provisional outline of the schedule will be agreed with the Manager and we will try to accommodate as families' requirements. If we cannot accommodate these we will come back to you to discuss where alternative times could be offered.
- The Administrator will then complete and return a confirmation slip for each child. Staff will assist with this by using the home boxes in Nursery.
- When you sign your session request form **you are agreeing that this is your final preference and no adjustment will be possible once finalised for the term.**
- **ONCE THE SESSION CONFIRMATION IS ISSUED NO CHANGES TO SESSIONS CAN BE MADE EXCEPT TO GIVE NOTICE TO CANCEL (6 WEEKS).**
- An invoice will then be issued by the administrator, payment is required 2 weeks in advance of sessions.

For new children: -

- New families can contact us directly by calling in, telephoning or emailing Admin@johnwilkinson.shropshire.sch.uk
- A visit to the Nursery is offered and will be arranged with the Nursery Manager.
- The Administrator will distribute a prospectus pack which may include a session request form and this policy and procedure.
- The Manager and Administrator will discuss this process and explain which sessions may be available. However, if this is after the cut-off date for the terms allocation, you will usually be asked to wait until the next terms intake.
- A session request form will be sent to new families just after half term for their preferred sessions for the following term.
- The Manager and Administrator will try to fulfil requests where possible following the admissions criteria.
- Once allocations are complete, a letter will be sent to families confirming sessions.
- The Manager will then be in touch with families to arrange a home visit as well as encourage an introduction to Nursery session.

Waiting list procedure

- If there are no spaces available, your child's name will be added to the register and effectively put on a waiting list.
- A Registration document will be filed according to the admission criteria.
- The Administrator will send you a session request form at the appropriate time to their home address or via the staff, if your newly registered child has a sibling already in attendance.

Oversubscribed Sessions

- Parents must inform Nursery if they no longer wish to apply for spaces.

Review date: September 2022