1. **ADMISSIONS AND NOTICE POLICY**

Little Diamonds Preschool is registered for 56 children in one session at a time.

**Registration**

Applications for a place in the nursery are accepted at any time. Application forms are available from the preschool. Children may be registered at any time. The child’s name is entered on the preschool’s list with the date that the application is received. Before the child is admitted to the nursery the child’s birth certificate and address proof must be shown to verify the date of birth and address on the application form. The member of staff who sees the birth certificate will check the spelling of the child’s name & the date of birth .

**Admissions Procedures.**

Children with Special Educational Needs (SEN) will be considered alongside all other children. Providing that appropriate support is available, the child will be offered a place. The preschool will liaise with other professionals involved with the child prior to admission to ensure the child’s needs are catered for. The preschool operates a policy of inclusion & equality. The number of children with SEN already attending the nursery will be taken into consideration so that the total number of children with SEN does not adversely affect the provision for all other children attending the preschool. In the event of there being a greater demand for admission than there are places available, Matters considered in deciding which child can be offered a place in Little Diamonds Preschool are:

* Availability of spaces considering the staff/child ratios, the age of the child and the registration requirements.
* Looked after children or children referred by another agency
* When the application is received (extra weight is given to those who have been on the waiting list longest).
* The Preschool’s ability to provide the facilities for the welfare of the child.
* Extenuating circumstances affecting the child's welfare or his/her family.
* Children who are siblings of those already with us.
* Children whose home address is in the area traditionally served by the nursery catchment area & who will attend the nursery for 3 terms or more.
* By date of registration
* Based upon the number of days required, with priority given to children attending for 5 days a week followed by 4 days, 3 days and 2 days.

This is to meet the needs of the business and to avoid spaces within the nursery that cannot be filled.

**Leave during Term Time.**

If the roll is full, children will be taken off roll after unauthorised leave of more than 2 school weeks. This may be extended in exceptional circumstances at the discretion of the preschool Manager. The child’s name may be added to the waiting list on return from leave.

**NOTICE PERIOD** ;

If your child is leaving the preschool or you wish to reduce their sessions one month’s notice in writing is required. If this is not given we reserve the right to charge fees in lieu of notice.