

ST MARY'S COLLEGE EARLY YEARS DEPARTMENT

ADMISSIONS POLICY

Our Registration

- At Bright Sparks and Early Years at St Mary's College we are registered to care for 132 children daily between the ages of 0-5
- The numbers and ages of children admitted to the nursery comply with the legal space requirements and staffing requirements set out in the Early Years Foundation Stage (EYFS) Statutory Framework September 2021.

Enquiries

- The first stage in our Admissions procedure is to visit our website www.stmarys.ac and to complete and submit the enquiry form. (Link below)

[Enquiry Form - St. Mary's Bright Sparks \(stmarys.ac\)](#)
- When we receive your enquiry, an introductory visit will be arranged. This will enable parents to meet with staff and explore the surroundings of the nursery. This will be subject to availability for your request of starting date and days of attendance.
- Prior to your visit you will receive all the forms and information necessary to register your child if we have availability. You will receive a Parent Information Book which will give you details of the day-to-day routines of the nursery, safeguarding information, first aid and information regarding the Early Years Foundation Stage.
- During the visit Management will inform parents on all aspects of the nursery, and will answer any questions parents may have. We can discuss tax-free childcare, 30 hours offer, local authority funding and family tax credits on your visit.
- We currently offer places for a **minimum** of 2 x ½ days per week. We recommend this as a minimum as a child attending for 1 day per week will take a longer period to settle and become familiar with the setting.

About Our Nursery

- The nursery is open between the hours of 7:00 am and 6:00pm Monday to Friday, 51 weeks a year excluding public holidays, between Christmas and New Year and Staff Inset (Training days).
- St Mary's operates an inclusion and equality policy and ensures that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.
- All reasonable and appropriate adjustments will be made to provide prospective pupils with the full opportunity to demonstrate their potential. In assessing any pupil or prospective pupil, the Early Years Department may take such advice and require such assessments as it regards as appropriate in consultation with parents. In this context, the Early Years Department will be sensitive to the need for confidentiality.

Waiting List

- If our nursery is full or a department is full, you may register your child for a place later i.e. if the Toddler Room is full then parents can register for the next room up. In the meantime, you may join our waiting lists. These are updated regularly and if you have children in St Mary's College Preparatory School or St Mary's College then you will take priority.
- When a place becomes available within a suitable age group, parents of a child at the top of the waiting list will be contacted and offered a place.
- If parents are notified of a place then they will be asked to return the necessary documentation and registration fee and deposit within a certain period, usually 1 week, in order to secure the place.
- Parents will be informed of their place on the waiting lists. However, if parents no longer require a place on our waiting list we ask that they inform us.

Registering a Place at our Nursery

- Once you are informed that there is a place available for your child then please return your child's Attendance Form, together with the Registration Form, a £40.00 registration fee, a £60.00 deposit and contact details. A letter will be sent to you confirming receipt of your registration and a member of staff from the appropriate department will then arrange visits for your child and another tour of the nursery.
- It is essential that you complete and return your child's contact and information forms before your child starts in the nursery. This allows staff to be aware of your child's needs, including dietary and medical needs.
- All children's details must be kept up to date, especially emergency contact numbers or work circumstances. Details can be checked and amended through the Parent Zone App on our Connect nursery management system.
- Parents and staff will work in partnership to ensure the child's welfare and needs are monitored.
- If your starting date is delayed for a period of over one calendar month, your deposit will not be refunded against your first invoice and fees may be invoiced to retain your place.

<i>Reviewed AH 28.09.2019</i>	<i>Reviewed by AH 17.12.2020</i>
<i>Reviewed 10.03.2021</i>	<i>Reviewed by AH 10.11.2022</i>