

# 62 ADMISSIONS POLICY

## Policy Statement

Our intention is to make Chigwell and Hainault Synagogue Pre-School Nursery accessible to children and families from our local community. Our aim is to ensure that the community has access to Chigwell and Hainault Synagogue Pre-school Nursery through fair, open and clearly communicated procedures.

Emergency admissions can be accommodated if there is space available.

We are registered to accept children on and after their 2<sup>nd</sup> birthday.

Parents are required to register their child/ren as a first point of contact.

This can be done either online via the nursery website or a hard copy.

1. At Chigwell and Hainault Synagogue Nursery we care for children between the ages of 2-4 years.
2. We are not registered to accept children before their second birthday.
3. The numbers of ages of children admitted to the Nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff:child ratios and the facilities available at the Nursery.
4. A fully completed application form, child's birth certificate used for Nursery Education Grant (NEG) when your child becomes eligible, together with a £10 non-refundable registration fee, **must** be returned in order to apply for a place.
5. Completion of the application form DOES NOT automatically guarantee admission. The Nursery Management Committee reserve the right to refuse acceptance.
6. Priority is given to Looked after children, children known by the local authority to have special educational needs or vulnerable children with either a Child Protection or a Child in Need Plan or Local CAF;
7. A £30 non-refundable enrolment fee will be required to secure an offered place.
8. Places will be offered in writing. A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.
9. If a parent wishes to decrease their sessions or withdraw their child

from the Nursery, a half term's notice in writing is required. Failure to do so will incur a charge of half a terms fees.

10. Please email us to request a copy of our most up-to-date fees list and relevant payment and funding options.
11. As a minimum requirement, sessions attended must be equivalent to either 2 half day sessions or 1 full day session.
12. Fees will be invoiced at the beginning of each month. Please feel free to speak to our Financial Controller to discuss payment plans. We prefer direct debit however we accept payment by card, cheque (payable to The United Synagogue), cash or childcare vouchers. Please note you will be charged a full monthly fee which includes periods when the Nursery is closed for any part of the billing period e.g. own private holidays and if your child is absent through illness or personal events. Bank holidays are excluded.
13. Childcare vouchers are accepted. Please note that late payment may result in a 2.5% interest charge. Should you wish to discuss your fees confidentially please email our Financial Controller [FR@chigshul.org.uk](mailto:FR@chigshul.org.uk). The nursery's payment preference is via payment card by phone or in person with Mr Warren Land, Administrator (020 8500 2451 Option 1). Please also feel free to discuss alternative methods with Mr Land.
14. Parents must complete the appropriate Essex Council forms to allow the Nursery to receive any Local Authority grant payable in respect of Nursery fees. All funded sessions are now in line with flexible arrangements. We will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.
15. We ensure our admissions procedure provides for children with special needs and that no accidental discrimination occurs. We make our equal opportunities widely known.
16. Security is in operation however, parents maybe requested to help our security guard at busy times. Rota details will be given well in advance.
17. A £10 lateness charge will be added to your account to cover staffing costs. Children must arrive between 9.00-9.05 a.m. and be collected between 12.00-12.05 p.m. and 3.00-3.05 p.m. Persistent lateness will not be accepted and will result in a £10 fine.
18. We reserve the right to make changes to these terms and conditions from time to time. We will notify you of any changes to these terms or

new terms introduced.

I confirm that I have read and fully understand the contents set out in the Chigwell and Hainault Nursery Admissions Policy.

I confirm that the information given in the application form is correct.

Signed .....  
(Parent/Guardian)

Date .....

Child's Full Name .....

Form updated 12/08/2024