



## **Admissions Policy**

**Our intention is to make Little Bicks accessible to children and families from the Jewish community.**

### **What we aim to do**

We aim to ensure that our community has access to Little Bicks through fair, open and clearly communicated procedures.

### **How we will achieve this**

In order to achieve this aim we operate the following admissions policy.

We arrange our waiting list using the following considerations: (not ranked)

- Birth order
- Membership of Mill Hill United Synagogue
- Siblings who have attended Little Bicks
- Date of application
- Emergency admissions can be accommodated if there is space available.
- Staff employed at the nursery, who apply for a first-time childcare place, will be given priority over other categories of first-time applicants, and will be allocated a priority place at the nursery in the order in which their application was dated.

Parents who want a full-time place but accept a part-time place as an interim measure, will be given priority whenever additional sessions become available.

Parents are required to register their child/ren as a first point of contact. This is done either online via the nursery website or a hard copy.

Wherever possible, a place will be offered in writing a term and a half before the child is due to start; parents will have two weeks to decide whether to accept the place. These deadlines may be significantly shorter when places become available unexpectedly.

If accepted, the place is secured by, initially a non-returnable deposit of £275 which is refunded in the last term that the child is with us, following the nursery being informed of their leaving within the appropriate notice period.

If a parent wishes to withdraw their child from the nursery, they are requested to give the nursery a term's notice in writing. Failure to do so will result in them being charged the full term's fees. If the parent wishes to decrease their child's hours a full term's notice is also required.

A parent who is offered a place at nursery and turns it down (for whatever reason), will remain in the same position on the waiting list (i.e. there is no penalty for refusing an offer). If the place is deferred and then once offered a place again the place is deferred for a second time then we reserve the right not to be able to offer a guaranteed place.

- We ensure that our admissions practice provides for children with special needs.
- We monitor admissions to ensure that no accidental discrimination occurs.
- We make our equal opportunities policy widely known.
- We welcome fathers and mothers, other relations and carers and childminders.

#### **Funded children**

Please see the Government Funding Policy in conjunction with the Admissions Policy for children who can receive funding for children from nine months old from September 2024.

Date policy was reviewed	March 2024
This policy is due for review before	March 2025