



Waiting List and Admissions Policy

Windsor Kindergarten is an inclusive setting. We aim to make our setting accessible to children and families from all sections of the local community. We aim that all sections of our community have access through open, fair and clearly communicated procedures. **We do not discriminate against a child or their family, or prevent them entry to our setting on the basis of colour, ethnicity, religion, social background or disability.**

We encourage all prospective parents to visit our setting for themselves and where possible bring the child with them too. Parents need to see us in action before a decision is made. If parents/carers wish to then register their child with us they need to complete the registration form - either from the website www.windsorkindergarten.co.uk or phone and ask for one to be posted. There is a registration fee of £135.00. Once this has been received by the Director (Sangeeta Gardiner) or General Manager (Tanya Webber), an acknowledgement letter will be sent out and the child's name will be entered onto the waiting list.

Windsor Kindergarten tends to operate in academic years, with the majority of children starting in September and moving on in July. There are a minority of admissions outside of this time. In the summer prior to entry, parents will be contacted to let them know if a space will be available and to discuss sessions. Once sessions have been agreed, the manager will contact families to arrange visits and start dates. We are registered to take up to 40 children per session.

In order to achieve this aim, we operate the following admission policy:

- We arrange our waiting list in order of registration, but do give priority to currently enrolled children and their siblings. We have a first come first served policy.
- Children may be admitted having reached the age of two. They stay with us until they move on to a nursery class attached to a local school, or a Reception class at the age of four plus.
- We describe our setting and its practices in terms that make it clear that we welcome fathers and mothers, other relations and carers including child minders.
- We advertise our setting widely and ensure that information is clear.
- We make our Equality and Diversity Policy readily available.
- We consult with parents about opening times to ensure we can accommodate a broad range of family needs.
- We are flexible about attendance patterns and liaise closely with parents to ensure they have sessions that suit them best.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from gender, special educational needs, disabilities, social background, religion, and ethnicity or from English as a second language.
- Submitting a registration form is no guarantee of a place. Should no place become available, the registration fee (minus £35 admin charges) will be returned.
- Once a place has been accepted by parents it is binding and should parents change their mind or circumstances change they must give a term's notice or pay a term's fee in lieu, as outlined in the Terms and Conditions of the setting.

This policy was adapted by -

Date -

Date to be reviewed -

Name of signatory -

The Director, Managers and Team of Windsor Kindergarten

October 2017

October 2018

Tanya Webber