



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 into our setting based on 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. 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 deposit of £100.00 for the Kindergarten and After School Club and registration fee of £55.00 for the Kindergarten (to include a book bag and t-shirt and £50 for the After-School Club. Once this has been received by the Director (Sangeeta Gardiner) or Managers (Otylia Pawlak/Chaz Kerr – Kindergarten, Lenka Hysa – After School Club), an acknowledgement email will be sent out and the child's name will be entered onto the waiting list.

Windsor Kindergarten offers both full time and term time sessions. Once sessions have been agreed, the Manager will contact families to arrange visits and start dates. We are registered to take up to 14 under 2's, 24 under 4's and 28 After School Club children per session.

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 serve policy.
- Children may be admitted having reached the age of one. 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. At ASC, the children may be admitted once they start school full time. They may stay with us until they move to a secondary school.
- We describe our setting and its practices in terms that make it clear that we welcome all Parents and Carers.
- We advertise our setting widely and ensure that information is clear.
- We make our Equality and Diversity Policy readily available.
- 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 of £55 for the Kindergarten and £50.00 for the After-School Club) will be returned.
- Unfortunately, should you cancel the place, the deposit will be non-refundable because we have had to turn away another family to secure the place.

- Once parents have accepted a place 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.

Policy reviewed September 2023