ADMISSION POLICY

POLICY STATEMENT

Vishenka Nursery is an inclusive setting that welcomes children and families from all backgrounds. This policy sets out how families apply for a place, what happens during the admissions process, and what is required to confirm a place.

We aim to make the admissions process clear, fair and straightforward, and to give parents/carers the information they need to make an informed decision about their child's early education.

LEGAL AND STATUTORY FRAMEWORK

This policy is written and implemented in line with:

The **Statutory Framework for the Early Years Foundation Stage** , in force from **1 September 2026**, including its safeguarding and welfare requirements.
The requirement that all adults working with children, including volunteers and parent helpers, hold an **enhanced DBS check and barred list check**, in line with the September 2026 EYFS requirements, even where they are supervised.
The setting's obligations under the **UK General Data Protection Regulation** and the Data Protection Act 2018, as set out in our **Privacy Notice**.
The setting's obligations under the **Equality Act 2010**, including the duty to make reasonable adjustments for children with disabilities or additional needs.
Ofsted registration and inspection arrangements for early years providers, including the Early Years Inspection Handbook.

The setting's **Safeguarding and Child Protection Policy**, **Effective Transition Policy**, **Behaviour Management Policy** and **Equality and Inclusion Policy**, which should be read alongside this policy.

This policy is reviewed on any change to the EYFS statutory framework, or every two years, whichever is sooner.

PROCEDURES

ADMISSION POLICY
Vishenka Nursery
Academic year 2026-2027

1. Make an appointment

To arrange a visit to the nursery, please make an appointment:

By phone: +44 7870 443285 or 017539 71331
By email: clubs@lpebl.com

Visits normally take place on weekdays between 9 and 11 am. Other times may be arranged when necessary.

2. During the appointment

You will tour the nursery with the Director or the Manager. You will be able to meet our children and staff and learn how the nursery operates. You will then receive the admission papers to complete.

3. For parents abroad

If you are unable to visit in person, a visit can be made by someone else you have chosen.

The admission file can be downloaded from the school's website www.cherry.school or www.cherrynursery.net under the "Admissions" section, or requested by email atclubs@lpebl.com.

4. The admissions file

Only completed paperwork will be considered. All documents are available under the "Admissions" section on our nursery website or in the welcome pack. The file comprises:

Application form
Place offer
Child collection authorisation form
Child transfer authorisation form
Photo consent form
Medical questionnaire

Please pay the registration fee and return the completed documents by email, and your registration will be assured. To confirm your child's place, you will receive an invoice for the fees per term, which are payable in advance. Upon receipt of your payment, we will send you confirmation together with all useful information concerning the start of the term . Should your child be on the waiting list, the nursery will inform you as soon as a place becomes available.

5. Data protection and your child's information

We collect and hold personal information about your child and your family in order to provide safe and effective care. This includes the application form, medical questionnaire, allergy and dietary information, emergency contact details, child collection authorisations, and any information about additional needs or special educational needs and disabilities.

Our **Privacy Notice** explains what information we collect, why we collect it, how long we keep it, who we may share it with, and your rights under UK GDPR. It is available on our website and on request from the nursery office.
We only share information about your child with other professionals or settings with your consent, or without consent where this is necessary to protect the child.
You may ask to see the information we hold about your child, and ask for it to be corrected, by contacting the nursery office.

6. Photo and video consent

The photo consent form allows us to take and use photographs and short videos of your child for agreed purposes, such as learning records, displays within the nursery, and the nursery's website or social media where you have agreed to this.

Consent is entirely voluntary and is **not** a condition of your child's place.
You may withdraw consent at any time by contacting the nursery office in writing. We will stop using new images of your child from that point, though we may not be able to recall images already published.
Screen use at the nursery is governed by our **Screen Use Policy**, which should be read alongside this policy.

7. Fees, deposit and refunds

A **registration fee** is payable when you return the completed admission file. This fee secures your child's registration and is non-refundable.
Fees are charged **per term** and are payable **in advance**. A current fee schedule is available from the nursery office and on request by email.
Where a deposit is required, the amount and the conditions under which it is refundable are set out in the place offer.
Fees are reviewed annually. Parents/carers will be given written notice of any change before it takes effect.
If your child is absent, including through illness or holiday, fees remain payable.

8. Waiting list

Where a place is not immediately available, your child will be added to the waiting list. Places are offered in line with our waiting list criteria, which take into account the age of the child, the requested start date, and any sibling priority. We will contact you as soon as a suitable place becomes available.

9. Withdrawal and notice

If you wish to withdraw your child or reduce the number of sessions, we ask for **one full term's written notice**, or payment in lieu of notice. This allows us to offer the place to another family. Notice should be given in writing to the nursery office.

10. Additional needs and reasonable adjustments

We welcome children with additional needs and disabilities. If your child has an identified additional need, a medical condition, or SEND, we will discuss this with you during the admissions process and, with your consent, involve relevant external agencies where appropriate. We will make reasonable adjustments to support your child's access to the setting, in line with the Equality Act 2010.

11. Complaints about the admissions process

If you are unhappy with any part of the admissions process, please raise it in the first instance with the Manager or the Director. If the matter is not resolved, you may write to the Director. Our full complaints procedure is available on request from the nursery office and is published on our website.

MONITORING AND REVIEW

This policy is monitored by the Director and reviewed on any change to the EYFS statutory framework, or every two years, whichever is sooner. The next scheduled review is **October 2028**.

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