



ADMISSIONS POLICY

At Rida Early Years Nursery, we believe that every child should be given the opportunity to develop to the highest standard academically and spiritually, with good morals, social skills and cultural awareness to become a well-rounded individual. Through our Vision, Ethos and Aims, at Rida Early Years Nursery, we provide this opportunity for our children and are pleased to do so within an Islamic environment.

We anticipate all applicants to give their commitment, respect and wholehearted support to uphold and maintain our Nursery ethos and values. This does not affect the right of parents who are not of the faith of this Nursery to apply for and be considered for a place.

In line with our Islamic values, we do not tolerate extreme religious or political views in any capacity. This includes any views which are prohibited under the law as well as those views that contravene our ethos and stance on equality, tolerance and respect for all, regardless of race, gender, faith (or none) or sexual orientation etc.

Aims

The aim of this policy is to ensure that every child has fair and equal access to the nursery. We are an inclusive nursery that welcomes children from all cultures, backgrounds and abilities. All applications will be treated on merit and in a confidential and sensitive manner. On application to the nursery at any stage the admissions criteria will be applied fairly to every child. This policy also sets out the appeals procedure and the possible outcomes.

Admissions Criteria

The following criteria will be enforced to determine allocation of place if the number of applications exceeds the number of places available. In this instance priority will be given:

- To siblings;
- On a first come first serve basis;
- Proximity to the Nursery.

We recognise parents as the first and most important educators of their children. We want to develop a close working relationship with parents that support and encourage children to be the best they can. On this basis commitment to parental engagement may have a bearing when the Governing Body are making decisions about admissions.

Procedure for Admission, Visiting the Nursery

- Parents should visit our Nursery before registering their child;
- Parents should telephone the Nursery office to book an appointment to be shown around the Nursery.

Registration

- Parents who wish to apply for a place for their child should complete an Application for Registration form which can be obtained from the Nursery Office or can be downloaded from the Nursery website;

The application form should be returned to the office along with an original birth certificate of the child;

- Applications for Registration must be submitted as early as possible to avoid disappointment;
- If the application is successful, the Nursery office will send parents an Offer of a Place Letter.
- Parents should accept this offer by signing the Acceptance Form and returning it to the Nursery office. Children will be admitted to the nursery at any age or at any time of the year, subject to the availability of a place.

Admission Appeals

- The parents of any child that is refused admission, can appeal any decision, please consult the Admissions Appeal Policy which outlines the appeals procedure.

Application for Children with Special Educational Needs (SEN)

- This is consistent with our aim that all children should receive the best educational care and attention to develop the child to the best of his/her potential and in line with their peers;
- On this basis we will consider applications of children with SEN on individual merit;
- On successful application we will work with the child, the parents and our SEN co-ordinators (SENCO) and an individual educational plan will be developed for each child.

Further Information

If you have any further queries or would like to discuss the admission of your child, then please do not hesitate to contact the Nursery office.

Procedure for Appeal

Admissions Appeal Process

If an application for a place is unsuccessful, a letter will be sent to the parents. At this stage, if not already done so, you may contact the Manager to discuss the reasons for this decision.

Appeals Procedure If you disagree with the decision and feel you have grounds for appeal, then a letter outlining why you disagree with the decision should be addressed to the Governing Body. A meeting between the parents and the Appeals Team to discuss the application and decision will be held. Please be advised that the decision will be communicated in writing within 10 days from the date of the meeting.

Possible Outcomes

- Original decision will be upheld;
- Original decision overturned;
- Decision will be deferred to a later date, reasons or conditions would be outlined in the letter.

In all cases the decision made by the Governing Body will be final.