

Seedling Nursery

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Seedling Nursery Leamington Spa
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Admissions Policy

Introduction

You can register your child for a nursery place at Seedling when they are 9 month old. If you have recently moved into the area, you should register as soon as you have moved into your new home. Please remember, it is not 'first come, first served'. Registering early does not mean you will get priority for a place over those families who apply after you. See 'How we offer places' to find out how places are offered.

At Seedling Nursery the number and age of children admitted to the nursery comply with the legal space requirements set in the Early Years Foundation Stage (EYFS).

Every child is entitled to a free nursery place from the term after their third birthday (subject to availability). We also offer free places for two-year olds, subject to eligibility.

We operate an inclusion and equality policy and ensure that all children have access to nursery and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

How we offer places

- Most places are allocated at the start of a new term. But we will also admit children during the year whenever we have vacancies.
- We will let you know in writing whether your child has a place.
- If you are offered a nursery place, you must write or call to accept it as set out in the letter, otherwise you may lose it.
- Places are given to full time children over part time children..

How to register your child

Drop into our office as soon, or as soon as you have moved into your new home if this is later. If we are able to offer your child a place, then you will need to bring the following documents with you to the admissions meeting:

Documents for admission

For all new admissions, originals of the documents detailed below must be taken to the admission meeting. Only original copies of documents can be accepted at the meeting, photo copies are not permissible. Proof of your child's legal name and date of birth.

- UK Birth Certificate – short or long versions (non UK birth certificates cannot be accepted as they may be in a language other than English)

OR

- Valid Current Passport (the child may be included on their parent's valid current passport)

Proof of your child's main address



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Documentation to confirm your child's current home address must be addressed to at least one of the parent/carers detailed on your application for, who must live at the same address as your child.

If your child has moved since the application form was completed, proof of both their new address and the address on the application form must be provided. We must be notified of any address change since the admission form was completed to ensure the place has not been secured by fraudulent means. If parents/carers are not living together and the child spends a few days in both households on weekdays, then best practise is to take proof of both addresses, but for admission as a minimum, please provide proof of the address registered on the admissions which should be the one from which the child will go to nursery most often on weekdays.

Proof of parental responsibility

Documents should be provided by the person living with the child to confirm parental responsibility and details of other persons with parental responsibility for your child. All nursery offers in are conditional. This means we trust you have provided the correct information on your application form. If we check your documents prior to admission and the information provided was false at the time of completing the application and you have deliberately tried to mislead the authority, we can withdraw the offer and prosecute you.

This policy last updated	Signed on behalf of the nursery	Date for review
<i>Oct 2019</i>		<i>Sept 2020</i>