

Laurel Way Playgroup



Nansen Village
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ENROLMENT FORM

Name of Child: _____ (Please Print)

Date of Birth: _____ Sex: _____

Name of Parent or Guardian: _____

Address: _____

Telephone No. _____

Email: _____

Please note, children can commence at the start of the term during which their third birthday falls or if agreed under 3.

- Desired Term of Entry: Autumn (September - December)
 Spring (January - March)
 Summer (April - July)

Please send completed Enrolment Form together with the enrolment fee of £30 or payment can be paid by BAC using bank details below.

Account No.73065011
Sort Code: 09-01-28
Reference: Use surname of child

Admissions and Enrolment Policy

Statement of Intent

It is our intention to make our Nursery accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated policies.

Methods

In order to achieve this aim, we operate the following admissions policy.

- We ensure that information about our nursery is accessible - in written and spoken form
- We arrange our waiting list in birth order.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place
- We make our equal opportunities policy widely known
- Children can attend morning session, afternoon session, full day or extended morning session.
- Schedules are fixed at the beginning of each term.
- An Enrolment Form is given to prospective parents for completion.
- An administrative fee of £30 **which is non refundable** must be paid when submitting the enrolment form.
- The form must be dated and completed both sides and returned.
- In the term prior to entrance a Registration Form is given/sent which must be completed and returned before drop in sessions can be arranged.

I have read and understood the above policy.

Signed: _____ **date** _____

FOR OFFICE USE ONLY

Enrolment Form Received on:

Confirmation Sent on:

Enrolment Fee Paid: