

[Link to Statutory Framework for the Early Years Foundation Stage.](#)

Section 3. Staff: child ratios. Premises .

Admission Policy

Topsham House Day Nursery operates an equal opportunities admission policy.

The above statement is taken from the registration document and is the overriding policy in respect of admissions.

When the registration form has been completed, and if a place is not available, the child will be put on a waiting list.

Our policy is to place every child, regardless of their gender, ethnic or social origin. Topsham House never have discriminated, and have no intention of discriminating in the future against any child on the grounds of sex, race, religion, colour or creed.

Waiting list procedure

1. A registration form must be completed by the parent/ guardian of the child, and a deposit of 50% of month's fees taken.
2. The child's name will be entered on the waiting list. The date of registration and the required start date will be noted.
3. Places will be allocated on a first come first serve basis. Priority may have to be given to children needing full time care. All requests have equal priority.
4. Parents will be contacted either in writing or by telephone as soon as a place becomes available.
5. The child will then be invited to attend up to 2 preliminary visits. No charge will be made and the sessions can last for up to two hours. A child's Personal Record and a contract will be handed to the parent/ guardian for completion.
6. An invoice for 50% of month's fees deposit and the relevant fees will be given to the parent on one of the preliminary visits.
7. Priority will be given only to those with siblings already attending the nursery.

Please Note

The policies of Topsham House are under continual review in the light of team discussions and its effectiveness. Policies may be amended at any date and any revisions are handed to staff accordingly.

The annual review takes place in June. This policy was updated November 2014 PH