**Admissions Policy**

The Montessori School is registered for fifty-one children between the ages of 2 years and 5 years.

The above is in accordance with the legal space requirements from Ofsted and is the overriding policy in respect of admissions.

Other matters considered in deciding which child can be offered a place in the nursery are:

• Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements

• Children who have siblings who are already with us

• When the application is received (extra weight is given to those who have been on the waiting list the longest and have parents who are working).

• The nursery’s ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements

• A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy, and room availability

• Extenuating circumstances affecting the child's welfare or the welfare of his/her family.

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

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees, and sessions, contact details for parents, doctor’s contact details, health visitor contact details, allergies, parental consent, and vaccinations etc.

All settings registered to accept government funding must offer fifteen free hours per week for some two-year-olds and all three- to five-year-olds for the sessions specified by the local authority. All funded sessions are in line with the flexible arrangement as specified by the Government. When you register your child for their funded place we will discuss your needs, and as far as possible with availability and staffing arrangements we will accommodate your wishes. An additional package of services is charged for, that are supplied over and above the terms and conditions of the Early Education and Childcare funding. All parents are given information on how we honour the free childcare hours and how we charge for the additional package of services, when they apply to the school.

**Adverse Weather**

At The Montessori School, we have an adverse weather policy in place to ensure our nursery is prepared for all adverse weather such as floods, snow, and heat waves. If any of these incidents impact on the ability for the nursery to operate, we will contact parents via phone, email, or text message. Full fees remain payable to the school during periods of adverse weather.

Flood

In the case of a flood we will follow our critical incident procedure to enable all children and staff to be safe and continuity of care to be planned for.

Snow

If high snow fall is threatened during a nursery day, then the manager will take the decision as to whether to close the nursery. This decision will consider the safety of the children, their parents, and the staff team. In the event of a planned closure during the nursery day we will contact all parents to arrange for collection of their child.

In the event of staff shortages due to snow, we will contact all available off duty staff and group the children differently until they are able to arrive. We will ask the parents who are not working to collect their child if this enables us to stay open. If we are unable to maintain statutory ratio requirements, after all avenues are explored, we will contact Ofsted to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the nursery.

Heat wave

Please refer to our sun care policy.