



Alexandra Park
Children's Learning Community
a personal learning journey together



Admissions Policy

Alexandra Park Children's Learning Community welcomes children from many diverse backgrounds and we pride ourselves on being an inclusive setting. We welcome applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy.

Alexandra Park Children's Learning Community welcomes pupils of all faiths, cultures, races and family backgrounds. We are happy to admit a pupil with a disability as long as both parents and setting conclude that we can provide appropriately for the child's specific needs. Our setting seeks to ensure that disabled prospective pupils are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

We aim to provide a holistic and meaningful education for all children and families who would like to enrol in our services. In order to make sure we can meet the child's needs, we have created this admissions policy to support entry into our provision.

Admissions procedure

- Parents/carers and their child are invited to come to visit our setting, meet the management team and go over any questions they may have. We request that we always meet the child before registration.
- If a parent/carer decides to apply for a place for their child, they are asked to fill in a registration form and hand this in, along with a £110 deposit.
- We request payment in advance for the first month's fees.
- A member of the management team will contact the family with regards to availability and any further questions we may have regarding the registration form.
- We then confirm your child's settling in period and start date.
- On the first day, you and your child will be introduced to your child's key worker/facilitator.
- Our centre parent's policies pack will be available for you to read and sign.
- If parents/carers or a member of the management team have any concerns about meeting the needs of your child, we will invite you for a meeting to discuss this.
- In any event we feel we cannot accommodate your child's needs (but we do have availability) we will, where appropriate, seek the advice of any relevant outside agencies in the strictest confidence and with your permission to advise us on what we can do to accommodate your child.
- If needed we will endeavour to source accessible training for our staff to undertake to support your child's admission into our provision prior to their start date.

- In the event we cannot admit your child for any reason, we will always explain our reasons and why.
- If for any reason, you wish that your child does not continue to attend, we will need one month's notice for a nursery or kindergarten place, in writing. For a child attending the learning community, we request a notice period in writing, of one term.

Date - September 2019

Signed Manager –

Review – July 2020

Signed Director -