



# Admissions Policy

This Policy document relates to the operation of:  
**GBNFC Group**

**Grendon & Billesley Nursery at Grendon Rd, B14 4RB**  
**GBNFC Children's Centre - based at the Chinnbrook Centre**  
**GBNFC Group at the Chinnbrook Centre B13 OET**  
**Hollywood Pre-school Daycare - based at Hollywood J & I School B14 4TG**

**Date Agreed by the Management Board:** January 2019

**Review:** January 2020

**Signature:**

A handwritten signature in black ink, appearing to read 'J. Jenkins', written over a light blue horizontal line.

The GBNFC Group

Reg. Company Number: 4586947

Reg. Charity Number: 1150223

## Admissions Procedure

A prospectus is available to parents on request and can be either collected from the setting or posted out to prospective parents. This booklet contains information on the setting, photographs and contact details.

We actively encourage parents to visit the setting while sessions are in progress so they can see how we operate and the interaction between the staff and the children. We request that parents make an appointment for these visits so that they do not have an impact on the running of the setting.

If requested, we place the child's/children's name on our waiting list for which there is not a charge. We do request that parents keep us informed as to whether they accept a place at another setting and no longer wish to remain on our waiting list.

Before admission we will require parents/carers to complete a comprehensive pack of documentation. This provides the setting with permission for events such as outings and the taking of photographs and detailed information on their child enabling us to provide continuity of care where possible, as well as meeting the child's individual needs.

All Triple E Funded sessions will be free at the point of delivery. Any wrap around or meal charges will be payable by parent/carer.

On admission, it is our policy to offer three one-hour sessions free of charge to assist with the settling in of the child into the setting.

All children are welcomed to attend our sessions and we make no discrimination. Children and families are all valued, regardless of their ethnicity, culture, religion, disability, sex, social and economic background, etc. We demonstrate a commitment to working with parents to provide an environment that is suitable for their child's individual needs, this includes supporting children in developing independent toileting, and we will not exclude children using nappies

