



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

Laurel Way Playgroup
24 Grange Avenue
London N20 8AD

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. In addition our policy may take into account the following: Children already in attendance changing sessions
The siblings of children attending both past and present
- 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 or full day subject to subscription. Full & part time schedules are fixed at the beginning of each term subject to availability, as places are limited to 32 children per session. Children who attend the morning session must attend all 5.
- An application form is given to prospective parents for completion.
- An administrative fee of £30 **which is non refundable** must be paid when submitting the application form.
- In the term prior to entrance, A Registration Form and Summary of Policies and procedures is given/sent, which must be completed and returned by the specified date. After receipt, confirmation of schedules and "drop in" policy is sent.
- A Welcome Pack is given to new children at the end of the term prior to entrance and after completing their drop in sessions

I have read and understood the above policy.

_____ date _____

Signed:

FOR OFFICE USE ONLY

Enrolment Form Received on:

Confirmation Sent on:

Enrolment Fee Paid: