

## **Admissions Policy**

Moorwell Miracles Children's Nursery's places are allocated on a first come first served basis and are subject to availability.

The Nursery Manager will endeavor to meet the needs of every prospective parent and child.

Once a child has been allocated a place the parent/ carer must complete and return the Nursery's Registration Form in order to secure their place at the nursery. A copy of the Nursery's Terms and Conditions must also be signed and returned with the Registration Form.

A place at the nursery will not be secured until we have received a completed Registration Form and signed Terms and Conditions. Verbal agreements of a secured place will not be given, and parents/carers should not assume a place has been secured until the above forms have been completed.

The Registration Form includes all the information needed by the nursery so we can give the child the best care possible. It includes important information including emergency contacts and permissions such as administering Calpol, allergies and the child's password.

We also need to see an original copy of the child's birth certificate so that we can confirm that we have the child's correct date of birth for safeguarding reasons.

We are legally obliged to request this information during the registration process as part of our Ofsted Registration and, if applicable, to adhere to Local Authority and government statutory obligations e.g. 2 and 3-year funding. All personal details will be collected and stored under the General Data Protection Regulation (GDPR).