**Application For Admission** (Places available on a first-come, first served basis)

Name of Child : ............................................. Gender: **Male/Female** Date of Birth : ..............................

Details of Parents / Guardian :- **Mother / Partner** **Father / Partner**

Making the application:t

Surname and First Name : …………………………....... ……………………………………

Professions : …………………..………………….. ………………………………....

Address : …..…………………………………… ………………………………....

Post Code : .………………………………....…….. ………………………………....

E- mail: ………………………………………………… ………………………………………..………….

Home & Work : …………………. ....... ……......... …………………. ……………………..

Mobile : ……………………………….......... ………………………………....

Who does the child live with: ......................……Parental Responsibility and Legal Contact : Mother - Father

I enclose the acceptance fee of £100 and a adjustment of £100 which is returnable on giving one term’s notice prior to my son / daughter leaving school. Failure to give the required notice will result in losing our deposit of £100. We agree to the school’s terms and conditions of admission. I would like my son / daughter to attend the following **Morning sessions: 9.00 am till 12.00 pm, 12.00pm to 3.00pm or Full Day 9.00 am to 3.00pm**

Monday ………….. Tuesday ………….. Wednesday …………..

Thursday ………….. Friday ………….. FEE………… FUNDING…………….

First day of school – D.O.A.: ................. Please bring Child’s Original Birth Certificate ………………..

**Signature of the Parent / Guardian ( with Parental Responsibility and Legal Contact )**

**Mother : ………………………………. Father : ………………………………....**

**Date : ………………………………. Date : ………………………………....**

Bank : TSB Sort Code : 30-90-06 Account No. : 00905188

Please advise how you became aware of Ojal Montessori School

..………………………………………………………………………….……………………………………………..

Proposed Primary School : -------------------------------------Proposed Leaving Date :.....................

**For Official Use** Application Form Sent : ................................. Application Received : ..................................

Place confirmed & Registration form sent : ..........Waiting List Number : ........

Additional comments and outstanding issues :

**10.2 Admissions**

**Policy statement**

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

**Procedures**

♣ We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.

♣ We ensure that information about our setting is accessible and provided in written and spoken form.

♣ We arrange our waiting list in birth order. In addition, our policy may take into account the following: the vicinity of the home to the setting; and siblings already attending the setting.

♣ We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

♣ We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.

♣ We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.

♣ We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.

♣ We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.

♣ We make our Valuing Diversity and Promoting Equality Policy widely known.

♣ We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs and our availability.

♣ We have set attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

This policy was adopted at a meeting of Summer Term Held on : May 7” 15 Date to be reviewed: Aug. 2016 or any time as required Signed on behalf of the provider: Navjyot

Name of signatory: Navjyot NR Grover Role of signatory: Head of the School - Policy read by: Team

**Other useful Pre-school Learning Alliance publications**

♣ Seasonal Hello Posters (2006)