



# **The Lloyd Williamson Nurseries**

## **Admissions Policy**

Admission to the Lloyd Williamson Nurseries is academically non-selective.

When parents or carers seek to place their child/ren, parents should get in touch with the Office and make an appointment to view the nursery. Where parents express keen interest, they should register their child/ren by completing the application pack available from the website or upon request from the Office. Parents are invited to be shown around the nurseries by the Nursery Manager. Children are then invited to trial sessions to help them settle.

Once a place is offered, parents must decline or accept the place. A place can only be secured on receipt of the deposit and a signed copy of the Terms and Conditions contract. Once a place is confirmed, parents are subject to the Terms and Conditions – a copy of this is available on the website.

Where parents seek admission to the nursery knowing their child has an identified SEN, the nursery will assess the needs of the child and negotiate with parents to provide additional support, as necessary. Parents should be aware that this may incur additional costs above the standard fees.

Where parents seek to place a child with an EHCP, they must provide the nursery with a copy of the most recent EHCP. The nursery will assess the needs of the child and the provision made in the statement, negotiating additional support, as necessary. Parents must be clear with the nursery about the provision of funding which may either come from the LEA or directly from the parents. Please note that if the parents wish to bring in their own employees to support the child in the nursery, all necessary recruitment checks (as per the school policies) and associated costs must be covered by the parents in negotiation with the nursery manager / director, before the staff are able to start at the nursery. The nursery will interview such staff before they agree that they may work in the nursery. Such staff are expected to follow the ethos of the nursery and all the regulations and policies pertaining to the nursery.

When the nursery identifies special educational needs for a child already attending the nursery, the Nursery Manager will invite the parents in to discuss how best to help the child and meet their needs. The nursery expects the parents to work closely with the nursery staff to ensure that we enable the child to gain the best possible help. Parents should be aware that this may incur additional costs above the standard fees. Where the nursery deems it appropriate for the child to be formally assessed, parents will be advised to seek a referral from their GP. Parents may also, at their own discretion, seek a private assessment.

**Updated June 2023**

**Next update due: June 2025**

**Lucy Meyer**  
**Director**