

# **Bushey Gan Admissions Policy**

## **Policy Statement**

Our intention is to make Bushey Gan accessible to children and families from the community.

## **Our Aim**

We aim to ensure that the community has access to Bushey Gan through fair, open and clearly communicated procedures.

## **Our Procedure**

Our admissions policy will take into account the following considerations (not ranked):

- Birth Order
- Members of Bushey United Synagogue
- Siblings of children currently attending Bushey Gan
- Siblings who previously attended Bushey Gan
- Date of application
- Emergency admissions

We are not registered to accept children before their second birthday.

On registration a non-refundable admin fee of £40 is payable.

A photocopy of the **full birth** certificate for the child must accompany the registration form. This will be used for Nursery Education Grant (NEG) when your child becomes eligible.

Places will be offered in writing.

A deposit of £100 is required to secure the place. This is refunded in the last term of attendance, provided we have been given the appropriate notice period.

If a parent wishes to decrease hours or withdraw their child from the Gan, a half term's notice in writing is required in writing. Failure to do so will incur a charge of half a term's fees.

- We ensure our admissions procedure provides for children with special needs.
- We monitor admissions to ensure no accidental discrimination occurs.
- We make our equal opportunities widely known.
- We welcome fathers, mothers, other family members as well as carers and childminders.