



NURSERY & PRE PREP ADMISSIONS POLICY

Children are admitted to Forest Park Nursery & Pre Prep on a non-selective and inclusive basis. The Nursery accepts parents/carers and children regardless of gender, race, cultural background, religion, physical or mental ability or disability, health or social class and as long as we can meet their learning and development needs. Staff members are aware of and are sensitive to each child's needs, level of development and background.

The nursery is able to admit 44 children, 22 in our nursery (2-3 year olds) and 22 in Pre Prep (3-4 year olds). The nursery is open Monday – Friday 7.30 -18.00, 48 weeks a year, except for bank holidays and up to 5 inset days per year.

Admissions Process

A child can be considered for a place in the nursery from the age of two years old. In order for the nursery to maintain a balanced distribution across the 5 days, it may be necessary for parents to accept alternative available sessions when first registering.

In the event of there being a limited number of vacancies for any one session, children are admitted in order of date of enrolment. We will aim to offer alternative days, where we cannot fulfil first choice requests.

The following criteria are used to determine and allocate the places. Priority will be given to:

1. Siblings of existing Forest Park pupils
2. Non-siblings, who are registered to attend Forest Park
3. Children of Alumni
4. Non-siblings, who wish to attend another school setting for Reception.
5. Full Time children
6. Children who are attending for the whole all day session
7. Funded only children

Within each category if there are more children applying than spaces available, then we will use the dates of when the parents/carers sent the completed registration form (including signed and initial terms and conditions), along with the registration fee and deposit.

A limited number of 'Early Years Funded Entitlement (EEF) only' places will be granted per term, subject to availability.

How to apply for a space at Forest Park

- Following your enquiry with us, we will send you the application form for you to complete with your desired sessions.



FOREST PARK PREPARATORY SCHOOL

- We will offer you a tour of Forest Park Early Years and School.
- Once you have returned your completed application form to office@forestparkprep.co.uk this will be reviewed to check the availability and an offer letter and T&C's will then be sent out to you. In the event that we are unable to offer you a place, we will then offer you a place on our waiting list.
- For each child you register with us, a completed acceptance form must be returned along with a refundable deposit of £500.00 and signed T&C's, all of which must be returned within 10 working days. After this period, if we have not received this information then the space will be allocated to another child.
- The term before your start date, a home visit, transition visit to existing nursery or taster session at Forest Park (or combination of the three) will be planned with a member of the team. During the visit we will organise your settling sessions and enrolment forms.

The Waiting List

If you are unable to register your child for the days / start date you require, we will ask you if you'd like to be added to our waiting list. Please be aware that addition to the waiting list does not guarantee a nursery space for your child. If a space becomes available which may suit your requirements, we will email to ask if you would like to take it up.

Once your child has been offered a place at Forest Park, parents/carers can be confident that the place will be allocated for the child for as long as it is required. Attendance at Forest Park ensures you a smooth transition and place within our reception class at compulsory school age.

Minimum Booking

We offer full day sessions or extended day options; 8:40 - 3:45 and 7:30 - 6:00. Within this we will offer FEE between 12pm and 6pm. One session at Forest Park is either a morning (7:30 - 13:00 or afternoon 12:00 - 18:00). These sessions are for the full 48 weeks that the nursery and pre prep is in operation. We also operate a term time only provision for parents wishing to utilise our school term dates and are available.

Forest Park's provision model is that children attend three days a week up until they become a pre prep child when it is expected to increase days to four days or full time attendance. This way, they get the most out of the learning and activities we offer, and we can be more flexible in planning the day to meet their needs.

For children that are attending for the funded only spaces our funded only hours are between 12:00 - 18:00.

Exclusions

Every effort will be made to integrate all children and to promote positive behaviour. The nursery management reserves the right to request a parent to withdraw a child if absolutely necessary, but only after discussions with the parents and with specialists/advisors. In the rare case of this being necessary the unused balance of fees will be reimbursed.



FOREST PARK
PREPARATORY SCHOOL

Notice period for removing your child from Forest Park

If you wish to withdraw your child from our Nursery/Pre Prep or reduce your child's sessions you must give one term's notice, in writing. Failure to provide such notice will result in fees being charged in lieu for the ensuing term.

Please note that the paid hours will be a full term's notice but EEF funding hours are transferable after 4 weeks.

This policy was adopted on	Signed on behalf of the nursery	Date for review
June 2025	Nick Tucker	August 2026