

Admissions Criteria for Mews Nursery & Playclub

We aim to ensure that the equal opportunity policy is strictly observed, to ensure a fair allocation of places in both the nursery and the play clubs and in line with our constitution.

Our overall aim is to provide a child-care service to the local business and residential community on the basis of the greatest need. At the same time we need to fill all places as full time equivalents to maximise the service as fully as possible. This will influence how we prioritise the allocation of places.

Places are therefore allocated in the following way:

The Nursery

1. All application forms will be dated on receipt and dealt with in chronological order.
2. Priority will be given to applicants who have special needs, social or medical who have been allocated places in liaison with the Salvation Army and other agreed reputable bodies.
3. Other applicants will be sifted to give priority to children who have siblings in either the nursery or play club and/or who work in the Carfax Hotel, Mews Nursery & Play Club.
4. The remaining applications will be sifted to give priority to parents who work or live within walking distance of the Hotel and/or who's children will be attending any one of the schools served by the After School Club. These are Bathwick C of E, Widcombe Infants, and St. Johns (RC).
5. Applications in no. 3 & 4 above will be allocated places using each registered place as a full time equivalent in the following order:
 - 5.1 Full weeks allocated first
 - 5.2 Three days plus
 - 5.3 Two days to fit in with 4.2 to fill one full time place
 - 5.4 One day linked to a four day allocation, to be reviewed if the pattern changes.
 - 5.5 Others on an 'infill' basis reviewed four weekly pending pattern changes.
6. No place will be deemed allocated until the agreed deposit is receipted.
7. Any subsequent changes to the agreed sessions will be processed again as above.
8. Any sessions not then allocated can be booked on a temporary basis pending full time equivalent 'matching' of future applications.

The Pre School Sessions and DFEE free places

As above but funded places will be given priority and then according to the date of the third birthday, oldest children first unless the Nursery Co-ordinators and the parents agree that the child will not benefit from the sessions until they are older.

The After School Club and Holiday Clubs

Please Note:- Places in the After School Club are reallocated according to the following criteria on an annual basis. Holiday Clubs are re-allocated every School holiday.

1. All application forms will be dated on receipt and dealt with in chronological order.
2. Priority will be given to applicants who have special needs, social or medical who have been allocated places in liaison with the Salvation Army and other agreed reputable bodies.
3. Other applicants will be sifted to give priority to children

3.1 transferring from the Nursery or who already use the After School Club and Holiday Clubs providing written applications are received by the 1 April each year.

3.2 who have used the After School Club and the Holiday Clubs in the previous period.

3.3 who have siblings in either the nursery or play club and/or who work in the Carfax Hotel, Mews Nursery & Play Club, provided written applications are received before 1 April each year.

4. The remaining applications will be sifted to give priority to parents who work or live within walking distance of the Hotel and/or who's children will be attending any one of the schools served by the After School Club. These are Bathwick C of E, Widcombe Infants and St. Johns (RC). We can arrange collection providing we can maintain the statutory ratio of staff to children.

5. Applications in no. 3 & 4 above will be allocated places using each registered place as a full time equivalent in the following order:

- 5.1 Full weeks allocated first
- 5.2 Three days plus
- 5.3 Two days to fit in with 4.2 to fill one full time place
- 5.4 One day linked to a four day allocation, to be reviewed if the pattern changes.
- 5.5 Others on an 'infill' basis reviewed four weekly pending pattern changes.

6. No place will be deemed allocated until the agreed deposit is receipted and acknowledged in writing.

7. Any subsequent changes to the agreed sessions will be processed again as above.

Deposits - and Notice : Deposits are required to confirm places for each application when places have been agreed. This deposit can be carried forward and/or amended when making subsequent applications. In all of the above, a minimum of four weeks notice is required in writing if the place is no longer needed. The date to be in line with the anticipated last account due so that deposits can then be deducted from the final account. No refunds can be made if the deadline is missed. A further charge will be invoiced to cover the full fee if proper notice is not given and the deposit is less than the cost of the service that would have been provided.