



Bearwood College

Wokingham

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NURSERY - ADMISSIONS POLICY AND PROCEDURE

Bearwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Bearwood College.

The Bearwood College Policy Documents are revised and published periodically in good faith. They are inevitably subject to permanent revision. On occasions a significant revision, although promulgated within College separately, may have to take effect between the re-publication of the entire set of Policy Documents. Care should therefore be taken to ensure, by consultation with the Senior Management Team, that the details of any Policy Document are still effectively current at a particular moment.

While this current Policy / Procedure may be referred to elsewhere in Bearwood College documentation including particulars of employment, it is non-contractual.

Authorised by the Headmaster on behalf of the Governors, following Resolution by the Board in January 2012

Admissions Policy and Procedure Bearwood College Nursery

Bearwood College Nursery is a private day nursery which is open 51 weeks of the year.

It is set within the estate of Bearwood College, a co-educational day and boarding school. We offer education and care from 3 months to 18 years through our Nursery, Pre-Prep, Prep and Senior Departments.

Bearwood College uniquely provides an integrated and stable yet evolving learning environment to meet the ever-changing needs of the developing child across the full age range.

The Entry Process

In order to register a child the Parent/Guardian completes a registration form, which is returned to the Nursery with the registration fee. An acceptance form and a copy of the 'Terms and Conditions' needs to then be signed on the offer of a place, this is to be returned to the Nursery and kept on file. A minimum attendance of two days a week is required.

The waiting list is prioritised as follows:

- children who have a sibling at Bearwood College and children of Bearwood College employees
- children whose parents are committing in registering their children throughout the College via Pre-Prep registration
- children who will be in full time (Monday to Friday, 8 am – 6 pm)

A limited number of spaces are available for children wanting to end their education/care at 4½ years. These spaces are applied for via the waiting list but do not have priority over children continuing their education at the College.

We welcome all children, regardless of culture, ethnicity, religion, social group, family organisation or disability. Nearly all areas of the nursery are accessible to wheelchair users or those with limited mobility.

Applications on behalf of children with disabilities are always considered within the Terms of the College's disability and accessibility policy.

Free Entitlement Arrangements

Our sessions are 9 am – 4 pm or 8 am – 6 pm; the latter offers the benefit of breakfast and a high tea.

When the child reaches the term after their third birthday, they are able to access up to 15 hours free entitlement per week within our integrated package of care and learning. The free entitlement sessions are between the hours of 9 am – 11.30 am and 1 pm – 3.30 pm over 38 weeks of the year. This free entitlement is not invoiced.

Other nurseries in the Wokingham area may provide for Parents / Guardians who wish to access only the free entitlement without additional hours.

Bearwood College Nursery offers:

- LEA term time sessions
- Bearwood Term Time for those with Bearwood College siblings
- All Year care

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