Admissions Policy

Pippa Pop-ins Nursery Schools

Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873)

Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869)

Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872)

Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562)

Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426)

Primary person responsible for the implementation and monitoring of this policy:	Ben Murray, Nazish Usman, Joanne Allen
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Pippa Pop-ins®
Nursery Schools

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1. General

1.1 Pippa Pop-ins Nursery Schools (**"Pippa Pop-ins"**) are co-educational nurseries for children up to five years of age. The Nurseries are registered with Ofsted and the Local Authority:

Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873) ("**Pippa Pop-ins**")
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1.2 Deciding on the right nursery for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit the Nursery. We usually hold a number of tours during open days, which give a general introduction to the nursery. Details are published on our website. We are also very happy to welcome prospective parents and their children individually or in small groups by arrangement.

1.3 Please contact the nursery directly to arrange a visit. Contact details can be found on our website. Alternatively, you can fill in an enquiry form on the nursery's website.

1.4 Your enquiry will then be passed to an admissions team member who will respond and advise you about our process for booking a tour and joining any waiting lists for places.

2. Entry Procedure

2.1 The Nursery is a non-selective nursery but we expect applicants and their parents/guardians to act in accordance with our ethos and values and – during the admissions process and beyond – conduct themselves in a respectful and reasonable manner.

2.2 Please contact the admissions team via our website for details, who will confirm availability as close as possible to the desired start date.

3. Equal Treatment

3.1 The Nursery's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the admissions process as it enriches our community and is vital in preparing our children for today's world. However, we do not allocate places based on any characteristic determined by the Equality Act 2010 and will always seek to offer a place, where possible.

4. Information Sharing

4.1 We require parents to inform the Nursery at the outset of the application process about any needs (including special educational needs) which their child may have or any other significant matters which the Nursery should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at Nursery and/or ability to engage in day-to-day Nursery life. We also require applicant parents to be transparent about any circumstances which may materially impact their ability to comply with the Nursery's Parent Contract, for example, in respect of fees.

4.2 The Nursery may wish to discuss these matters with the parents and/or require some further information.

4.3 Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

4.4 A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the Nursery's Parent Contract.

5. Special Educational Needs

5.1 The Nursery does not unlawfully discriminate in any way regarding entry. The Nursery welcomes children with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our children, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

5.2 Our policy is to apply our admission criteria to all potential children. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the Nursery at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

5.3 Parents are required to provide with the Registration Form full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan) or equivalents. This is so that the Nursery can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the Nursery can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions process.

5.4 Where parents of a prospective child feel their child requires adjustments (in respect of the admissions process and/or with regards to education at Nursery and participation in Nursery life in the event they are offered and take up a place at the Nursery), parents should raise these with the Nursery at the outset and the Nursery may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a child at the Nursery.

5.5 There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective child is not going to be able to meaningfully access the education offered, or that their health and safety or those of other children or staff may be put at risk, or where the Nursery cannot reasonably

accommodate the adjustments required or reasonably provide the nature or level of the support required.

5.6 Sometimes, the situation of children with disabilities and/or special educational needs changes between an offer of a place being made and the child starting at the Nursery. The Nursery requires parents to be pro-active in updating the Nursery as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a child's place at the Nursery. However, the Nursery may, in exceptional circumstances, need to reconsider the offer of a place if a child's circumstances change materially. It is in the child's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the Nursery about any material change to their child's circumstances.

5.7 In the event your child has an EHC needs assessment or EHCP (or equivalent) (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the Nursery and that the Nursery is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

6. Sibling Policy

6.1 Most siblings join us at the Nursery and we will always try to accommodate siblings where possible. However, there may be instances where we are unable to automatically offer a place.

7. Overseas Applicants

7.1 We welcome overseas children, who can attend the Nursery provided that they have the legal right to enter, live and study in the UK and they have a relative living in the UK, more details of which are contained in the Nursery's Parent Contract.

8. Nursery's Terms & Conditions (Parent Contract)

8.1 Please refer to the Nursery's terms and conditions, which are attached to the Parent Contract and available on the Nursery's website. This will be made available to parents as part of the admissions process.

9. Complaints

9.1 The Nursery's Parents and Carer Complaints Policy is on the Nursery's website and can be sent to prospective parents on request.

10. Records And Review

10.1 Applicants' details will be held on file with due regard to data protection legislation. Please see the Nursery's Privacy Notice for further information about how the Nursery collects, uses and processes personal data.

10.2 The Nursery will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.

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