



ADMISSION POLICY

1. Introduction

Neasden Montessori School is committed to providing a nurturing and inclusive environment for young children to learn and grow. Our admission policy ensures a fair and transparent process for all applicants while maintaining the best interests of the children and the overall nursery community.

2. Eligibility

Children aged 2 to 4 years are eligible for admission to our nursery. Our nursery is open to children from all backgrounds, cultures, and abilities. We value diversity and aim to create a rich learning environment that reflects our wider community.

3. Admission process

Parents/guardians interested in enrolling their child should complete the online enquiry form available on our website. You can also request an application form in person from the nursery office. The application form must be submitted along with any required documents.

4. Allocation of places

Admission decisions will be made based on the availability of spaces in each age group. It is usually first come first serve basis. However, priority will be given to the Children with sibling already attending the nursery and to the Children of staff members in no particular order.

5. Offers of Admissions

Applicants who are offered a place will receive a formal offer letter via email or post within a reasonable timeframe. The offer will include details about enrolment procedures, required documentation, and relevant deadlines if any.

6. Acceptance and Enrolment

To secure the offered place, parents/guardians must confirm acceptance within the stipulated timeframe. This involves completing enrolment forms, providing necessary documents (e.g., birth certificate, immunization records, EY voucher code etc), and paying any applicable fees.

7. Waiting List

If all spots are filled, a waiting list will be established. This list will be managed based on the admission priorities outlined in section 4. As spaces become available, they will be offered to children on the waiting list.

8. Special Educational Needs and Disabilities (SEND)

We are committed to supporting children with special educational needs and disabilities. If your child has specific needs, please inform us during the application process. We will work with relevant agencies to assess the child's needs and determine the best support strategies.

9. Review and Amendments

This admission policy will be reviewed periodically to ensure it remains in line with legal requirements and best practices. Any amendments will be communicated to parents/guardians and posted on our website.

By adhering to this admission policy, we aim to create a welcoming and equitable process for all applicants while maintaining a nurturing environment for the children in our care.