

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Sherborne House School

ADMISSIONS POLICY

Reviewed: 20th November 2025

Next Review: November 2026

Children are admitted to Sherborne House Nursery 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 registered to take 87 children, 24 children in our Baby Unit (Hoglets and Hedgehogs), 27 children in our Toddler Unit (Cubs and Badgers) and 36 children in Pre-Reception (Wise Owls) The Nursery is open Monday – Friday 7.30am -18.00pm, 51 weeks a year, except for bank holidays and up to 3 inset days per year.

Admissions Process

A child can be considered for a place in the Nursery from the age of 6 months 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.

How to apply for a space at Sherborne House Nursery

- Following your enquiry with us, we will send you a registration form for you to complete along with a booking form to fill out your desired sessions.
- We will offer you a tour of Sherborne House Nursery and Sherborne House School.
- Once you have returned your completed registration form to nursery@sherbornehouse.co.uk, this will be reviewed to check the availability and an offer letter and terms and conditions 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 non-refundable registration fee of £50.00, a refundable deposit of £100.00 and a copy of the child's birth certificate. All forms 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.
- One month before your start date, taster sessions will be planned with a member of the Sherborne House Nursery team and enrolment forms will be sent to you.

The Waiting List

If you are unable to register your child for the days or start date you require, we will ask you if you would 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. A completed registration form is required for you to be added to the waiting list. A deposit is not required until you are officially offered a space.

Minimum Booking

We offer full and half day sessions, a morning session is 7.30am-1pm, an afternoon session is 1pm-6pm and a full day session is 7.30am-6pm. These sessions are for the full 51 weeks that the nursery is in operation and we do not provide any term time only places. Sherborne House Nursery's provision model is that children attend two full days or four half day sessions a week. 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.

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.

Notice period for removing your child from Sherborne House Nursery

If you wish to withdraw your child from our Nursery or reduce your child's sessions (in Nursery or Pre-Reception) you must give four full weeks' notice in writing. Failure to provide such notice will result in fees being charged in lieu for the ensuing weeks.