

The Mulberry Bush Mersea Nursery

Admissions Policy



Policy Statement

The Mulberry Bush Mersea is dedicated to providing high-quality, inclusive early years care and education for children aged from 9 months to 5 years. We are committed to ensuring our nursery is welcoming and obtainable to all families in our community, operating with open, fair, and clearly communicated admissions procedures.

Our Commitment to Inclusivity

We believe that every child is unique and valuable. We welcome children and families from all backgrounds and aim to create a nursery environment that celebrates diversity and promotes inclusion and equality. We are committed to:

- Making our setting information accessible to everyone, in clear language and various formats upon request.
- Creating a welcoming and respectful environment for all parents, carers, and families, regardless of gender, family structure, background, ethnicity, religion, or ability.
- Supporting children with SEND to participate fully in nursery life, making reasonable adjustments wherever practicably possible.

Admissions Process

1. **Initial Enquiry and Visit:** We encourage prospective parents to contact us for an initial enquiry and to arrange a no-obligation visit to The Mulberry Bush Mersea, to meet our team, see our nursery in action, and ask any questions you may have.
2. **Registration:** To formally apply for a place, please complete and return our Registration Form. This form provides us with essential information about your child and your requirements. This is a contractual agreement between The Mulberry Bush and the parent/guardian and dependent on the Nursery's terms and conditions.
3. **Deposit**
 - o A deposit of £100 is required to secure your child's place for our all-inclusive service package. Deposits are not required for fully funded only places.
4. **Place Confirmation:** Once we receive your completed Registration Form and deposit (if applicable), we will confirm your child's place in writing, outlining the agreed sessions and start date.

Waiting List and Place Allocation

- **Waiting List:** If places are not immediately available, your child's name will be added to our waiting list in order of application.

- **First-Come, First-Served with Considerations:** Places are generally offered on a first-come, first-served basis, while also considering:
 - The age and developmental needs of children already in the nursery to ensure a balanced group and appropriate adult-to-child ratios.
 - The availability of suitable sessions to meet your requirements.
- **Sibling Priority:** Siblings of children currently attending The Mulberry Bush Mersea will be given priority on the waiting list, provided a place offer has not already been confirmed for another family. To secure a place please register siblings as soon as possible. For families with siblings, please also refer to our Fees Policy for information on potential sibling discounts
- **Timeframe to Secure Place:** To secure a place, we request that you return the completed Registration Form and deposit (if applicable). within one month of the offer date. Failure to do so may result in the place being offered to another family.

Children with SEND and Additional Needs

- **Inclusive Practice:** We are committed to providing an inclusive environment for children, including those with Special Educational Needs and Disabilities (SEND).
- **Individual Assessment:** We will work closely with parents to understand their child's individual needs and assess how we can best meet those needs within our setting.
- **Reasonable Adjustments:** We will make reasonable adjustments to our provision to support children with SEND, in line with our SEND Policy and Local Offer.
- **Partnership Approach:** We will work in partnership with parents, relevant professionals, and external agencies to ensure appropriate support is in place.
- **Capacity and Safety:** In rare circumstances, and following a thorough risk assessment and consultation, we may need to consider if we can fully meet a child's needs within our setting while ensuring the safety and well-being of all children and staff. This decision would only be made after careful consideration and in consultation with parents and relevant professionals.

Funded Places

- **Government Funding:** The Mulberry Bush Mersea offers places for children eligible for Government Funded Early Education Entitlement (FEEE)
- **Funding Options:** Details of our funded place options, eligibility criteria, and any voluntary contributions for consumables and additional services are outlined in our separate Fees Policy

Parent Partnership

We believe that strong partnerships with parents are essential for children's success and well-being. We are committed to:

- Working collaboratively with parents to support their child's learning and development.

- Maintaining open and regular communication through the Blossom app, parents' evenings, newsletters, informal chats and website blogs].
- Valuing the home learning environment, parents' input and feedback on our provision.

We aim to ensure transparency with clear and concise information and request parents read and understand our core policies and procedures, as well as our Terms and Conditions and Fees Policy, prior to registration to ensure a shared understanding of our provision.

Failure to comply with The Mulberry Bush Mersea's Terms and Conditions may ultimately result in the offer of a place being withdrawn.

Contact Us

For any admissions enquiries or to arrange a visit, please contact the Nursery Manager:

The Mulberry Bush Mersea Nursery

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