

## Unitots Nursery

### Admissions policy

1. All places are allocated on a 'first come first served' basis in accordance with the Equal Opportunities Policy.
2. All parents/carers apply for a place in the Nursery using the Initial request form and are added onto the waiting list. Applications are dated on receipt.
3. If there is not a place available at the time of your initial enquiry, you will be asked if you require your child's name and details to remain on the waiting list until a place becomes available.
4. As soon as a place becomes available we will contact you.
5. In the event of being over subscribed for places, the following criteria will be used to allocate places:
  - Siblings of existing users - if the older sibling will still be on roll when the admission leaflet is received
  - University staff and students attending the University
  - Community Users
6. For parents eligible for the 30 hours funding, places will be allocated on a first come first served basis
7. For all users it may occur that due to demand we can only offer a short term place, if this is the case there will be a clear finish date.
8. All paperwork must be completed and signed before your child will be admitted.
9. Any permanent cancellation of sessions (this does not apply to holidays, sickness and other absences) must be put in writing giving 4 calendar weeks' notice. Changes to sessions or extensions to agreed finish dates must be put in writing giving 4 calendar weeks' notice and will be subject to availability. Requests for extra sessions must be put in writing giving 4 calendar weeks' notice where possible, and will be subject to availability. Once agreed in writing with the Nursery the session will be charged even if not attended.
10. Additional information for students users
  - Whenever possible students will be allocated a place for a whole semester.
  - We will endeavour to accommodate any requests for session changes between Semester 1 and Semester 2 but this cannot be guaranteed
  - Confirmed finish dates are final unless a new finish date is agreed in writing with the nursery

## Unitots Nursery

### **Ad hoc (Non-current users) Admissions policy**

1. Requests for ad hoc bookings must be made in writing to [unitots@worc.ac.uk](mailto:unitots@worc.ac.uk). We will do our utmost to accommodate requests but cannot guarantee availability.
2. If ad hoc bookings are cancelled within 14 calendar days of the booked session no refund will be made. Sessions which are not cancelled in advance but are unattended will not be refunded.
3. Once an ad hoc booking is agreed in principle, you will be sent an Parents' / Carers' Agreement: Terms and Conditions. The forms must be returned and payment made in full within 7 calendar days of the booking. If the booking is made with less than 7 calendar days remaining the forms must be returned and payment made in full prior to the start of the booked session(s). Once the forms are returned and payment is made, the booking is considered to be confirmed.

### **Procedures for Admission**

1. Fill out a registration leaflet to go on the waiting list
2. Once a place is available you will be contacted and sent a Booking Form to complete or if there is no place available you will be asked if you wish to remain on the waiting list
3. Once the sessions and the start date is agreed you will be sent a 'Confirmation of a Place' letter, finance forms, child registration forms and the Nursery Terms and Conditions which will need to be signed and returned with the £50 deposit (if cheque, payable to the University of Worcester) to secure the place (only refundable once your child starts and will be taken off your invoice). The above need to be returned within 7 calendar days.  
N.B. The deposit is not applicable to student users.
4. The Admission and Child Profile Form and finance forms will be sent to you to complete prior to admission
5. We offer 2 one hour induction sessions for your child, which are free of charge. The first is to come in with your child and provide information to staff regarding your child; the second is for your child to attend on their own.

For retention periods of documents relating to this policy, please see 'Policy and Procedure for the Retention of Information'

For information related to GDPR please see data protection statement through the following link

[https://www.worcester.ac.uk/documents/Unitots\\_data\\_protection\\_statement.pdf](https://www.worcester.ac.uk/documents/Unitots_data_protection_statement.pdf)