



# ADMISSIONS POLICY

RGS Springfield  
May 2025

# **RGS SPRINGFIELD NURSERY: ADMISSIONS POLICY AND PROCEDURES**

*(Reviewed May 2025 V1)*

## **Introduction**

1. RGS Springfield ("the Nursery") is a co-educational independent Nursery for pupils aged 2 rising 5 years. It acts as a feeder Nursery for RGS The Grange for Reception age children or RGS Dodderhill. We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend the Nursery and to ensure that the Nursery can meet the child's needs.
2. All are required to register and pay a non-refundable registration fee prior to any Familiarisation/Taster sessions and assessments. This policy and its procedures have been authorised by the Governing Body of RGS Worcester in compliance with the Education Act of 2011, the Children and Families Act (2014) reformed legislation relating to children and young people with special educational needs and disabilities (SEND) and related legislation. This policy is for guidance and will be adapted by the Nursery from time to time, as circumstances require.

## **Nursery and Pre-Nursery Admissions**

Children joining our Nursery and Pre-Nursery are invited in for two familiarisation sessions prior to starting. These sessions aim to settle and familiarise children and parents with our routines. If the child's second birthday falls within a Nursery holiday, these sessions form part of the child's first week. Joining is permitted termly and a minimum of two sessions is required. Whilst in Nursery and Pre-Nursery, should outside agency support be needed, it will be discussed and information shared with parents, Nursery Manager and the Nursery Learning Development Coordinator. A 'Graduated Response' following Worcestershire Education guidelines will be applied-please refer to the Nursery's Special Educational Needs Policy.

During the child's Pre-school year, parents' will be offered a place for their child to move into Reception at RGS The Grange or Dodderhill. If parents do not wish to proceed the termly notice period will apply, as per the terms and conditions available on our website and sent to you with the registration form and again with the offer letter. For those children who have been identified as having an additional need at 'Graduate Response 3' or above and require additional adult one to one classroom support to access our curriculum, the cost of this additional adult support will be incurred by parents.

## **Entry**

The preconditions for Entry are that:

- The candidate is of the appropriate age and sufficient maturity
- The Nursery is able to provide adequately for any special educational needs the candidate may have (see further below)
- The Nursery, having made reasonable adjustments, is able to cope with any disability the candidate may have (see further below)
- The candidate's present Nursery reports satisfactory attitudes and conduct on the part of the parents and the candidate (if applicable)
- Fees (if applicable) at the present Nursery have been paid.

## **Equal Treatment**

Factors which will not be taken into account in assessment of a pupil for admission are: the candidate's skin colour, race, nationality, gender, or ethnic or national origin, religious faith, sexual orientation, or sexual orientation and marital of parents, area of residence or socio-economic group.

## **Sibling Policy**

Admission is not automatic, and there may be occasions where we judge a sibling is likely to thrive better in a different environment.

## **Disability and Special Educational Needs**

1. The Nursery has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001, the Disability and Discrimination Act 2005, the Equality Act 2010 and the Children and Families Act 2014 in order to accommodate the needs of candidates who have disabilities for which, with reasonable adjustments, the Nursery can cater. (See Disability Policy, SENDA and Appendices).
2. Parents of a child who has any disability or special educational needs must provide the Registrar with full written details when registering for admission. A Disability Needs Assessment Form is available from the Registrar.
3. This information is required so that, in the case of any child with particular needs, the Nursery can assess those needs and endeavour to make sure that facilities can be provided adequately for those needs throughout the admissions process.

4. The Nursery will consult with parents and their medical advisers about the adjustments, which can reasonably be made for the child, subject to the Nursery's Accessibility Plan and usual routines and budget constraints, both during the admission process and later as a pupil. The offer of a place may be subject to termly/annual review as to the continuing suitability of the Nursery taking into account the best interests of the child and other pupils at the Nursery.
5. Where the Nursery agrees to support the provision of additional services, such as the use of extra staff or auxiliary aids, parents or guardians will be charged for these at a level that reasonably reflects the cost to the Nursery of providing the service or facility or will fill out a form for graduated response funding for that child.

This policy applies to Early Years Foundation Stage.

**Sponsor – Nursery Manager**

May 2025 – Nursery only Version 1

Reviewed May 2025 - Significantly amended to reflect change of structure to Nursery only.

Endorsed on the 16th day of June 2025 by the Board of Governors