

ADMISSIONS POLICY

The Cottage Nursery is committed to being accessible to all children and families connected with the Defence Academy and the wider local community.

To achieve this, we will:

Promote awareness of The Cottage Nursery across the Defence Academy campus and within the local community.

Describe the Nursery and its practices in a way that makes clear that we welcome fathers, mothers, relatives, carers, including childminders, and families from all cultural, ethnic, religious and social backgrounds, with or without disabilities.

Ensure that our equal opportunities policy is readily available and widely communicated.

Offer flexibility in attendance patterns where possible to meet the needs of individual children and families. However, we recommend that children attend at least two sessions per week on separate days.

Before a child starts at the Nursery, parents or carers must complete and sign a registration form. This provides the Nursery with the following information:

- the child's full name, home address and date of birth;
- the proposed start date and number of sessions required each week;
- the names, addresses and telephone numbers of parents or carers;
- emergency contact telephone numbers;
- any special dietary requirements;
- collection arrangements;
- the name, address and telephone number of the child's doctor;
- details of illnesses and immunisations;
- details of any allergies;
- parental consent for emergency procedures;
- consent for medical treatment and for the child to take part in walks; and
- consent for photographs to be taken and used within the Nursery only.

Parents and carers will also be given the opportunity to read the Nursery's policies and procedures before their child starts, and will be asked to sign to confirm that they have read and understood them.

Parents and carers will also be invited to provide any additional information that may help the Nursery care for their child effectively. This may include food preferences, bottle-feeding routines, comfort items, and daytime sleep patterns, as well as any approaches that are helpful if the child has difficulty settling or sleeping.

This policy was reviewed on 11th May 2026

Signed on behalf of The Cottage Nursery

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Manager