



St Stephen's Church Hall, 35 Weir Road, London SW12 0NU  
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## **Admission Policy**

### **Aim:**

We aim to provide a fair and non-discriminative admission process to all parents and carers.

### **Admission Procedure:**

To register a child the parent/carer needs to return the registration form with the non-refundable administration fee of £50.00. The child's name is placed on the waiting list.

At least six months before the admission is due the parent is contacted regarding the available places.

Priority is given to children who are already attending the nursery to move to their required sessions, followed by siblings, then on a 'first come first' served basis.

Nightingale Montessori does not require children to take any test on entry and nor does it discriminate on the grounds of disability, special needs, gender, class, belief or ethnic background.

A deposit of £500.00 is payable upon acceptance of a place and must be placed within the timescale set out in the offer letter. Should you not wish to accept the offer and would still like your child's name to remain on the waiting list please inform us in writing.

The deposit will be deducted from the final term's fees, taking into account any balance due and is non-refundable if for any reason the place is not taken up. Deposits are automatically transferred if a sibling joins to the nursery (one deposit per sibling) and refunded from the younger sibling's final term's fees.

The first term's fees will be payable 3 months prior to child starting school. Fees are payable by the first day of term and no reduction is made should the child be absent from school for any period.

Discounts: A 5% discount is given to the total Invoice for Twins.

Notice of intention to withdraw any child from Nightingale Montessori Nursery must be given in writing to the nursery before the first day of term, otherwise the following term's fees will be payable.

Mrs Beata Doody  
Manager

September 2017