



## Saint Brendan's Nursery Class



### Enrolment Policy

*"Each child or young person will be welcomed, and will be valued as an individual"*

#### **Allocation of placement is followed by:**

- Parents/carers apply via NLC's application process for their child's funded 3–5-year-old placement.
- Once places are filled in accordance with NLC Procedures, parents/carers are sent a letter via the office staff to arrange a date for the parents/carers and child to visit the school (nursery class) for an enrolment afternoon.
- During the visit the parent/carer will complete the enrolment form and any other relevant paper work with the office staff and management team.
- The parent/carer and child will be given the opportunity to tour the nursery and meet other members of staff about the nursery routine/policies.
- The office staff then enrol the child onto the Click and Go system and create an individual file for the child.
- The child's file will always be stored in the locked filing cabinet within the office.

#### **Relevant information specific to the child**

- It is the keyworker's responsibility to ensure that any other relevant information shared by the parent/carer is shared with management and/or other staff as required e.g. allergies etc.
- Management must advise the parent/carer that any changes to the original information given must be made known to the keyworker/SMT as soon as possible.
- The keyworker/SMT will then inform the office of the new information and the child's file and contact information will be updated.
- The office staff will support this by carrying out an annual data check.

*The keyworker is responsible for keeping themselves apprised of the information within a child's file.*

Reviewed: January 2024

Reviewed: January 2025

Reviewed: January 2026

Review By: January 2027