



## Maeda Gakuen

### Admissions Policy

#### Purpose

At Maeda Gakuen, we are committed to being as inclusive as possible in regards to our admissions at both Finchley and Acton Yochien. This policy outlines our approach to nursery/school admissions, our admissions criteria, and the admission procedure.

#### Legal Framework

This policy relates to sections 3.28 and 3.57 of the Early Years Foundation Stage.

#### Nursery/School Admissions

At Maeda Gakuen Yochien we care for children between the ages of two years and six years of age, and the numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS) and the Japanese National Curriculum. When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery. Places will usually be offered on a first-come, first-served basis if there are places available within the age group, but if there is a waiting list, the school will use the following admission criteria which will be applied in the following order of priority:

1. Children who have siblings already attending the nursery
2. Children attending another branch of Maeda Gakuen Yochien who are transferring
3. Children of Maeda Gakuen Yochien employees
4. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the Maeda Gakuen Yochien (e.g. child with Speech and Language delay and whose first language is Japanese)

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

#### Nursery/School Admission Procedure

Prior to a child attending nursery, parents must complete and sign the registration form. This form provides the school with personal details relating to the child and can be obtained from the school's office. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc. A non-refundable fee of **£50** is payable upon registration to secure admission. If a place is not available, your child is put on a waiting list.

Upon a place becoming available, parents and the child/ren are invited in for a brief meeting with the Head Teacher which gives us the opportunity to set realistic expectations for the child and to know more about the child and their family. We strive to welcome and accommodate children and family from all different backgrounds to provide them a good head start in life.

This policy was revised in August 2017 by Nikita Phadnavis (Manager) of Maeda Gakuen Yochien.