

Admissions Policy

At Aston University Nursery we will endeavour to accommodate all requests for a nursery place, however are restricted by the amount of children we can accept in each age group and by strict staff to child ratios. Where we are unable to offer a nursery place for these reasons we will offer parents the opportunity to be added to our waiting list. We encourage parents to visit the setting prior to registering at the nursery. These visits can be arranged in advance by calling the nursery direct. We operate an open door policy for parent enquiries, however if parents are keen to view the nursery or meet with a particular member of staff we advise them to contact the nursery to find out the best possible time. If an appointment is not arranged in advance there may not be anyone available to show parents around.

Securing a Nursery Place

In order to secure a nursery place we require parents to complete a registration form specifying the required start date and the sessions required and sign the terms and conditions. To secure the nursery place the registration fee and the deposit must be paid. Following registration the key person will contact the parent to arrange settling visits. Please refer to the Settling Policy for more information regarding this process.

Waiting List

Parents will be allocated to the waiting list when we are unable to offer a nursery place. Parents are not required to make any form of payment to be added to the waiting list and are under no obligation to accept a nursery place once it becomes available. When a suitable nursery space becomes available parents will be contacted and may accept or decline the space at this time. We require parents on the waiting list to keep the nursery informed of any changes to contact details as if we are unable to contact a parent we will offer the space to the next person on the waiting list.

Cancellation

In order to cancel a nursery place or reduce the number of sessions booked we require four weeks notice in writing. If four weeks notice is not provided the parent will be liable to pay the fees for the original booking pattern. The deposit paid when registering at the nursery will only be refunded if the required four weeks notice is provided and fees are up to date. Please be aware that the registration fee is not refundable. Please refer to our terms and conditions for further information.

Staff & Student Rate

The staff and student rate will be applied to those parents that are employed directly by the university or those students who are registered as an Aston University Student.

Affiliated Rate

The nursery offers an affiliated rate to employees of certain organisations. The current affiliated organisations are:

- Birmingham City Council staff members
- Birmingham City University staff members and students
- University College Birmingham staff members and students
- Birmingham Metropolitan College staff members and students
- NHS employees

Internal use only

This policy was adopted on	June 2022
Signed on behalf of the nursery	
Date disseminated to staff	
Date for review	June 2022