



blackheath montessori centre

Blackheath Montessori Centre
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Registered in England Reg No: 1622834
Reg Charity No: 285105
Ofsted Registration No: 129010

Admissions and Registration Lists Policy

At Blackheath Montessori Centre we care for children aged from two years and nine months, who can then remain at the Centre until the day before their fifth birthday.

The numbers and ages of children admitted to the Centre comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff to child ratios and the facilities available at the Centre.

It is the Centre's policy to be inclusive of all children and families, according to their needs. The Centre aims to provide a childcare place, wherever possible, for children who may have learning disabilities and/or additional needs, or deemed are disadvantaged according to their individual circumstances. However, the Centre has limited staffing resources, and may not always have the resources to give special attention to individual children. We require parents/carers whose children may need additional support to arrange a meeting with the Head of the Centre prior to accepting any offer of a place.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon occupancy and room availability. We operate a Secure Registration list for our September intake each year, which guarantees a place will be offered to those registered on this list. Once the Secure Registration List is full, a Reserve List is opened. Guaranteed places are offered before the start of the academic year. Any places remaining are offered to children on the Reserve List on an availability basis, once the offers for a guaranteed place have been accepted.

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

Prior to a child attending the Centre, parents must complete and sign a New Child Registration form, plus child details forms, and pay the deposit as per the Centre's General Terms and Conditions. These forms provide the Centre with personal details relating to the child. 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.

All settings registered to accept government funding must offer the funded places for two, three, four and five year olds for early learning sessions specified by the local authority. At Blackheath Montessori Centre we currently provide government funded places for children, subject to place availability. These places will be allocated on a first come, first served basis and should be booked in accordance with our Fee and Charging Policy.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to have specific funded sessions, according to our business requirements.