Admissions Policy

Parsons Green Nursery do not offer in person tours, we believe strongly that children's nurseries should be a protected, familiar and uninterrupted place of learning safe from unvetted members of the public and free from distractions and strangers being able to "view" the children and interrupt their day. This approach is very much valued by our current families and adds an additional level of privacy, safeguarding and respect for the children in attendance. Once a place is offered, we would be happy to arrange a zoom meeting or telephone call with the nursery manager to answer any questions you may have. You will also be invited into the nursery for an all about me meeting prior to your child's start date and you will be able to meet the team and see your child's classroom.

To ensure effective communication, we kindly ask parents to communicate with the nursery using one personal email address that is not subject to change (not a work email address) communications should be kept on one thread where possible.

Registration
You can submit an admissions enquiry via our website 'contact us' page or by emailing admissions@parsonsgreennursery.com

We encourage all parents looking to secure places (including siblings of children currently attending) to register from 12 weeks of pregnancy. For parents registering during pregnancy on the registration form please put 'baby' in the first name field and your due date in the D.O.B field. Please ensure you update us with your child's full name a D.O.B once they are born (admissions@parsonsgreennursery.com)

Accepting an Offer: Please note that when offers are made we provide parents with 48 hours to accept or decline the offer. If you would like to secure the place, payment of your £1000 deposit/acceptance fee needs to be made within this time. If we do not receive a response from you within 48 hours this place may be offered to another applicant. If you are offered a place at the time of enquiry, both your registration fee and deposit will be due at this time. Once offers are accepted you may remain on the waiting list for our other site (prior to the start date) once children have started we do not transfer between nurseries. Following payment of your deposit we operate a 14 day cooling off period.

We cannot accept registration without submission of your registration form and receipt of payment. Payments for your registration fee and deposit/acceptance fee should be made using your child's name as a reference or 'baby and your last name' if you are pregnant.

If your child has a secured place but you would like to increase their attendance/ change days or if you have a secured place but would like to bring your start date forward your child will be placed on an internal waiting list. Children on the internal waiting list have paid their deposit and have secured places at the nursery, they will have first priority above children on the external waiting list for any sooner or additional availability.

Registration Form: Prior to a child attending nursery, parents must complete and sign a registration form. These forms provide the nursery with personal details relating to the child including name, date of birth, address, emergency contact details, parental information, nationality, religion, and first language.

Agreed Start Date and Deferrals: If your start date is brought forward following registration, your new start date agreed via email becomes your official start date regardless of attendance pattern and we require parents to honour this start date. As a general rule the nursery is not able to offer place deferrals. In the unfortunate situation that the child registered or immediate family members (parents or siblings) have a serious health condition meaning the child is unable to start on the agreed start date, the nursery will offer a maximum of 6 months deferral charged at a 50% fee rate. Doctors' letters should be submitted to admissions@parsonsgreennursery.com when a deferral is requested.

Waiting List
If we are unable to offer your child a place, you can choose to join our waiting list for a non- refundable fee of £150.

Waiting times: While we try to place as many children as possible, as quickly as possible, it is important that parents understand that joining the waiting list is not a guarantee that we will be able to offer you a place. We encourage parents to be as flexible as possible in terms of location and attendance pattern to maximize the likelihood of being offered a place. This should be clearly set out on your registration form, in the comments section under the attendance matrix.

The nursery will use the following admission criteria for waiting list purposes:

1) Children who are already attending the nursery and want to increase their attendance.
2) Children who have siblings who are already with us.
3) Children who require a full-time nursery place.(Monday to Friday full days)
4) Date of registration

Although priority is given to siblings this does not guarantee we will be able to offer a place especially if children are registered after birth, If siblings have left the nursery children will not receive priority admission.

Please note that we are unable to provide an indication of waiting list number or any visibility on if/when in the future a place may become available as waiting times vary and depend on required drop outs in your child's specific age category.

Notice of withdrawal: Please note that notice of withdrawal can only be given once the child has started with us. Three full months are required, or three months fees will be due in lieu of notice. Unfortunately, we are unable to make exceptions to the notice period for any reason.

Reducing Attendance: Attendance can be reduced with three months' notice, please note that notice can only be given once you have started at the nursery. Prior to this point you commit to the place and start date secured on registration. Please note that attendance cannot be reduced on a temporary basis (e.g. while parents are on maternity leave). When sessions are dropped the nursery will offer these days to a child on the waiting list.

At Parson's Green Nursery we currently provide under 2 year old funding, 2 year old funding and three and four year-old funded places for 15 and 30 hours per week for all children attending the nursery.

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.

This policy was adopted on:	Date for review:
September 2026	September 2027