



Admissions Policy

At Springfields children will be given a place, regardless of their race, religion, colour, gender or disability. Places will be served on a first come first serve basis.

1. At the time of enrolment and payment of the registration fee parents will be shown where the policies and procedures are displayed. Once parents have read them, they must sign the enrolment form and agree to adhere to them at all times.
2. A child will be admitted to Springfields (providing a place is available) following the completion of an enrolment form which must be signed by the parent/guardian who had legal parental responsibility of the child being admitted. The mandatory signing of this form signifies the agreement of all policies. www.parliament.uk/briefing-papers/SN02827.pdf Gives details on who can sign forms at time of enrolment.
3. In a situation where no place is available at the time of enrolment, the child's name will be added to the waiting list.
4. Prior to a child with special needs being admitted to Springfields, consultation will need to be conducted with parents and external agencies in order to ensure that the individual child's needs are met.

At Springfields, we are committed to providing the highest standards of care for your child.

If you have any further enquiries, please feel free to request more information from our expert staff. We operate an 'open door' policy towards parents so please feel free to come to our setting at any time to discuss any concerns about your child.