



## **Admissions Policy**

### **Mission**

Our mission is to provide a caring, safe and stimulating environment in which all children and families are welcomed, valued and feel able to contribute. We promote each child's learning and social development and share achievements with their families so that they can be proud of their child and have high expectations of them.

### **Procedure**

Applications for a place should be made directly to Chatham Nursery School 0-5 provision

In all situations the School's admission procedures follow the same route.

Completed applications need to be submitted to the administration officer at Chatham Nursery School, please note, a completed application form does not guarantee your child a place.

### **Number of free places available**

#### **3-4 room**

Chatham Nursery offers 15 hours free early education for children. Children start nursery the term after their third birthday. The nursery class has thirty places available morning afternoon.

Chatham Nursery also offers 30 hours funded places for working parents. These places are limited children and priority will be given who already access the Chatham Nursery's child care provision

#### **2-3 room**

Chatham Nursery also provides funded places for 2 year olds whose families meet the Local Authority criteria. We offer 15 hours over a period of 38 weeks or 11.5 hours over 50 weeks. We have a 21 place provision offering both morning and afternoon places.

## **0-2 room**

Chatham Nursery has 9 place provision offering full time or part time places.

## **Additional hours and privately funded places**

Additional hours and private places are subject to availability at the time of request.

## **How places are allocated for free 15 hours for 3 year olds**

- 1) Completed application forms are arranged in term order and then by date of submission.
- 2) Lists of the children to be admitted at the beginning of the Autumn Term are prepared at the end of March.
- 3) A letter for each child will be sent to their home addresses offering them a nursery place and inviting the children and parents to an open day at the setting.
- 4) On accepting a Nursery place you will be required to submit proof of identification e.g. birth certificate or passport. The documents will be photocopied and the originals returned to you.

## **How places are allocated for 2-3 year funded places.**

- 1) Completed application forms are arranged in term order and then by date of submission.
- 2) As and when spaces become available we will contact you by telephone to confirm and arrange a suitable time for you and your child to attend nursery and complete paperwork.
- 3) On accepting a Nursery place you will be required to submit proof of identification e.g. birth certificate or passport. The documents will be photocopied and the originals returned to you.

## **Monitoring and review**

This policy was agreed and implemented on 10th December 2018 and is due for review October 2019