



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 over 2.5 days Monday, Tuesday & Wednesday morning OR Wednesday afternoon, Thursday Friday.

In exceptional circumstances or to meet the needs of the child the 15 hours may be offered Monday – Friday either 8:45am – 11:45am or 12:30 – 3:30

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.

We have a 30 place provision for three year olds

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 available over 2.5 days Monday, Tuesday & Wednesday morning OR Wednesday afternoon, Thursday Friday.

We have a 32 place provision for two year olds.

Additional hours and privately funded places

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

Please note our opening hours are term time only 8:00am – 4:00pm Monday- Friday

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

If the class is full, your child will be placed on a waiting list and allocated a place using the following admissions criteria:

- Completed application forms are arranged in term order and then in order of the following:
 1. children in care or being looked after
 2. children with an Education, Health and Care Plan
 3. children who are eligible for a funded 2 year old place
 4. children who have a brother or sister at the school already

- Lists of the children to be admitted at the beginning of the Autumn Term are prepared at the end of March.

- 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.

- On accepting a Nursery place you will be required to submit proof of identification e.g. birth certificate, passport. The documents will be photocopied and the originals returned to you.

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

If the class is full, your child will be placed on a waiting list and allocated a place using the following admissions criteria:

- Completed application forms are arranged in term order and then in order of the following:
 1. children in care or being looked after
 2. children with an Education, Health and Care Plan
 3. children who are eligible for a funded 2 year old place
 4. children who have a brother or sister at the school already

- 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.

- 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 06/07/2022 and will be reviewed September 2023

