



Chatham Nursery School

Admissions Policy

Mission

Our nursery school community is dedicated to supporting every child to be a happy, confident and independent learner.

We create a caring, inclusive and enriching learning environment where each child can feel safe, supported and valued.

Procedure

Applications for a place should be made directly to [Chatham Nursery School](#) for 3 year old and 2 year old places.

Completed applications need to be submitted to the administration officer at Chatham Nursery School, either in person or by email chatham-o@chathamplace.liverpool.sch.uk. Please note, a completed application form does not guarantee your child a place.

3-4 room (Oak Tree 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 5 days, either a morning or afternoon session (8.30 - 11.30 or 12.15 - 3.15)

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 (Little Acorns Room)

Chatham Nursery also provides funded places for 2 year olds whose families meet the [Local Authority criteria](#). We offer 15 hours available over 5 days. Either morning sessions or afternoon sessions (8.30-11.30am or 12.15-3.15am)

Chatham Nursery also offers a limited number of 30 hours funded places for working parents.

How places are allocated in Oak Tree and Little Acorns

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 April. If the class is full, your child will be placed on a waiting list.

An offer of a place will be emailed out for each child. This will include an invitation for the children and parents to attend an open day at the setting. Subsequently we will arrange a home visit and settling in date.

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.

SEND Specialist Unit (The Nest)

We have a specialist unit for children with complex special educational needs and disabilities – Places are allocated by the local authority at Liverpool City Council.

Monitoring and review

This policy was agreed and implemented on 24/09/2025 and will be reviewed September 2026