

# *CHIDDINGSTONE NURSERY SCHOOL*

Chiddingstone Castle  
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Chiddingstone  
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## **Admission Policy**

<b>Written by</b>	Jill McCoy
<b>Ratified on behalf of Management Committee</b>	September 2019
<b>Date for Review</b>	September 2020
<b>Signed – Chair of Management Committee</b>	
<b>Signed – Nursery Leader</b>	

**This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance and procedures.**

**This policy has been impact assessed by Jill McCoy in order to ensure that it does not have an adverse effect on race, gender or disability equality.**

## Policy Statement

It is our intention to make Chiddingstone Nursery accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

## Admission Procedure

- We endeavour to advertise the Nursery in places accessible to all sections of the local community. Adverts are situated in local village magazines. We have a Nursery website [www.chiddingstonenursery.co.uk](http://www.chiddingstonenursery.co.uk) and have published leaflets which give information about our Nursery.
- We provide information about our Nursery in written and/or spoken form. If required, we will investigate the provision of translated materials where the needs of families suggest this is required.
- Children of the age of two years and six months and over already on our waiting list residing within the civil parish boundary of Chiddingstone, are given priority to sessions at the Nursery. This is the only admission criteria. Children under the age of two years and six months are allocated sessions as they become available, again with priority given to those who reside within the civil parish of Chiddingstone. The child's age is determined by the start date of available sessions.
- A registration form is situated in the back of the Nursery Prospectus and must be completed and returned together with a twenty pound (£20) non-refundable deposit (only refunded to children claiming government funding once they start) to secure a place on the Chiddingstone Nursery waiting list.
- Prior to a child attending Chiddingstone Nursery they will receive a Welcome Pack. Parents must complete and return an admission form and read and sign a copy of the Terms and Conditions. These forms provide the Nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees sessions, contact details for parents, doctor's contact details, allergies, parental consent and vaccinations etc.
- The allocation of sessions for children who already attend the Nursery will be strictly according to age with priority given to the oldest.
- We require children attend two sessions to aid continuity with settling in.
- We describe our Nursery and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our Nursery and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, additional educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired or additional language.
- We describe our Nursery and its practices in terms of how it enables, through working in partnership with children and/or parents with learning difficulties and disabilities, to be fully included in every aspect of the setting.
- We consult with families about the number of Nursery sessions through the questionnaire to try to accommodate a broad range of family needs.

We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the Nursery that provides stability for all the children during Nursery opening hours.

## Funding Procedure

- Chiddingstone Nursery is open for 38 weeks per academic year (September to July) and offers up to the full 15 hours of funded entitlement to every eligible child aged two, three and four years of age.
- The Nursery provides an information leaflet to every family during their induction session which explains how free entitlement works.
- Funded Early Education for three and four year olds provides funding for 15 hours (5 sessions) a week and you can claim the 15 hours entirely at Chiddingstone or you can split the funded hours between two nurseries. At Chiddingstone, we offer morning or afternoon places (session). Monday and Tuesday morning sessions are chargeable to all parents who require these session slots. Please be aware that this does not affect your 15 hour government funded allocation which you can use on any of the other 7 sessions the Nursery is open. You will not receive an invoice or statement if your child only uses the Funded Early Education Sessions. However, you will receive an invoice if you incur any other additional charges i.e Late Pick Up.
- Funding from the Local Authority is allocated from the beginning of each two terms and changes to funded sessions cannot occur once the term has commenced. Changes to funded sessions are permitted at the beginning of each academic term, currently three times per year.
- The Nursery invoice parents for any extra sessions taken and these invoices clearly state the hours covered by free entitlement and the charges that relate to the additional sessions over and above those funded.
- Fees paid after the 14 days will carry a fixed charge of £50.00 to cover administration costs. If fees are not settled, your child's place will be withdrawn until the account has been cleared. Children in receipt of Funded Places will be unable to access any additional fee paying hours until outstanding fees are settled.
- If you require the facility to pay your invoice over a period of time, it can be settled using PayPal either with PayPal credit or on an existing credit card.