

SURBITON CHILDREN'S CENTRE NURSERY

ADMISSIONS POLICY FOR FULL-TIME PLACES

The nursery follows the admission procedures for nursery places as, set out in the RBK information book for parents, 'Nursery Education in Kingston upon Thames'

All parents are welcome to apply for a nursery place at Surbiton Children's Centre Nursery

The Head Teacher and school Governing Body manage admissions on behalf of the Local Authority

Parents are encouraged to view the nursery when children are 2 years old; from the age of 2 years, and on completion of the application form, names are held on a waiting list

Children may only be placed on one waiting list – parents will be asked to state a preference for the part/full time waiting list; should requirements change, parents may contact the nursery and request to be changed between lists

The closing date for applications for nursery places is published annually by the Local Authority; following this date any applications received are considered only after all those received on time

When more applications are received than there are places for the Autumn Term, the nursery uses the criteria and priority order agreed by the council to allocate places

Places are allocated to children after their 3rd birthday depending on availability; the majority of children will be admitted in the Autumn Term following their 3rd birthday; however children are admitted to full time places throughout the year as they become available

When places become available at other times of the year, allocation will be at the discretion of the Head Teacher. Priority will be given to children already attending the nursery part time. In addition to the criteria and priority order agreed by the authority, length of time on the waiting list will be taken into consideration.

Children who are contracted for three or four days will be offered a term time only morning (8.30am – 11.30am) or afternoon (12.30pm – 3.30pm) session on the remaining day/s; preference for a particular session for the remaining days cannot be guaranteed

Requests for either session for the remaining days should be made in writing to the Head Teacher, stating particular reasons for the request; where possible this will be taken into consideration when allocating places

Parents who wish to change to a part time place after their child’s admission to a full time place will be allocated a place subject to availability; an immediate place or preference for a particular session cannot be guaranteed

A balanced mix of children are admitted to the Nursery which reflects the diversity of the local community

On application, parents are asked to give details of any siblings who have attended the nursery previously; wherever possible children will be allocated to a familiar key-worker or teacher; a choice of class/teacher/or key-worker is not offered

The nursery wishes to work with all parents to provide appropriate support for children’s needs in order for them to access and benefit from the learning environment; parents are asked to discuss any particular needs that their child has when making their application to the nursery

Parents will be asked to provide proof of date of birth and may be required to provide proof of address

See also ‘Nursery Education in Kingston upon Thames’ (updated annually)

Reviewed April 2016
Reviewed May 2017
Reviewed April 2018

Review Date annually	April 2019	
Headteacher		
Governor		