



Nursery Admissions Policy

Signed by:

JB

Nursery Manager

Date: 29/9/26

KJenking

Chair of governors

Date: 29/09/26

Children are welcome at Maidenbower Infant School Nursery from the term they turn 3 years old, if spaces are available.

Registration and Requirements

To register a child, you must:

- * Following your child's second birthday, complete the registration form on the website. Applications will be dated on receipt.
- * Show nursery or school office staff the child's original birth certificate or passport, whose number will be recorded for our files.
- * Book your child in for a minimum of two sessions over two days.

Please note:

- * Children can attend nursery for just the funded entitlement sessions.
- * The completion of a registration form does not guarantee a place in the nursery.
- * Attendance at nursery does not guarantee a place at Maidenbower Infant School.
- * Due to staff / children ratio's we have a maximum of 5 spaces available for children in the term they turn 3. This number may be reduced if staff / children ratio's do not permit this number.

Admissions

Priority of Admission

- * A written offer of a place will be sent out by e-mail to the e-mail address on our records as soon as a place becomes available. Priority is given as follows:-
 1. Children Looked After by the Local Authority
 2. Children who have a sibling already attending and who will still be attending the nursery when the child starts. These applications will be considered in the order they are received.
 3. Children who have a sibling attending Maidenbower Infant School and who will still be attending when the child starts. These applications will be considered in the order they are received
 4. Children who live in the locality of Maidenbower and Worth. These applications will be considered in the order they are received.
 5. All other applications will be considered in the order in which they are received.

Offering a Child a Place

- * Places will be offered as follows:
 - September entrants will be notified of their places by the previous April.
 - April entrants will be notified of their places by the previous January.
 - January entrants will be notified of their places by the previous September.

Accepting Your Child's Place

- * You must accept the offer of a place by returning your signed letter by the deadline stated on the offer, otherwise the place will be re-allocated, and your child will be removed from the waiting list.

Notice to change sessions

The nursery requires you to give written notice, to be received during term time, four weeks in advance, of any intent to terminate attendance or to make any alterations to sessions. If four weeks notice is not given for any alteration you will be required to pay for your original sessions or if you are claiming government funding you will not be able to claim this at another setting until four weeks' notice has passed.

Notice to change fees

Fees will be reviewed annually and a term's notice will be given in writing if there is to be any change.

When all places have been allocated a waiting list will be made for any additional children. Where a space subsequently becomes available this will be advertised to all on the waiting list by e-mail or telephone where no e-mail address has been given. Anybody interested in the sessions offered should inform the nursery by the date specified in the e-mail or telephone message. Places will then be allocated according to the date on the original registration form received by the nursery.

Appeal

If a place or requested session is unavailable, parents have the right of appeal to the Governors of Maidenbower Infant School and Nursery. Parents will need to write detailing their reasons for appealing against the decision.

**THIS POLICY WAS REVIEWED BY THE NURSERY MANAGER/GOVERNORS OF
MAIDENBOWER INFANT SCHOOL AND NURSERY**

Next review date

Autumn 2027

