



# Nursery Admissions Policy

	<b>Name</b>	<b>Date</b>
Reviewed		June 2023
Next Review		June 2024

**Version Control**

<b>Date</b>	<b>Change</b>
June 2023	Page 3 – age of eligibility changed
	Page 3 – combination of sessions available amended

## **ADMISSION POLICY TO THE NURSERY 2023/24**

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Children are eligible for entry into the nursery between the ages of 3 and 4.

There are 24 full time equivalent places in the Nursery, with each session lasting 3 hours. These will be allocated according to the criteria below and not whether the applicant requires a 15 or 30 hours place.

Parents can choose from 5 morning sessions or 5 afternoon sessions or 5 full days. You may also book for a combination of funded and non-funded sessions depending on availability. All funded or paid sessions must be booked and paid for in advance. All sessions have a four week notice period.

We offer 30 hours of funded provision for eligible parents: to find out if you are eligible for 30 hours free child care please visit: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Funded sessions are 9-12 and 1-4.

When allocating places in the nursery the following criteria is used:

1. Existing children who would like to increase or change their session
2. Siblings of children attending Raglan Nursery / Raglan School
3. Remaining eldest children on the waiting list.

We operate a waiting list and places are allocated when they become available according to the same criteria.

Attendance at the nursery does not guarantee a place in the main school. Parents must apply for a place in Reception Class following the Bromley Admission Process.

Prior to a child attending Raglan Nursery, parents must:

- Provide a copy of the child's birth certificate.
- Sign a copy of the Bromley Early Years Parent Contract – stating the hours your child attends which allows us to claim the government funded place.
- Sign and return the admission forms.
- Provide a photo of your child.