

 **ADMISSIONS POLICY**

**ADMISSION TO THE NURSERY**

Children may attend from 2 years 4 months until they transfer to Primary School.

Application forms are available from the Nursery Office or on our website and should be returned together with the registration fee of £10. Formal offers of places should be accepted within the time stated on the offer. Failure to respond within the stated time may result in your child’s place

being offered to another applicant. The Nursery is open to all, but priority is given as stated below - parents claiming priority should detail this on the

application form.

Numbers are limited and early application is strongly recommended.

The Nursery is open:

Monday - Thursday 9.00am - 3.00pm

Friday 9.00am - 12.00pm

We try to keep our term dates the same as the State Primary Schools.

Children are not allowed into the Nursery before 9.00am and prompt

collection is required to avoid the distress that children feel if they are left behind after all the other children have gone.

Lunch Club is available for an extra hour:

12.00pm - 1.00pm

Children bring their own packed lunch which is eaten in a sociable

atmosphere followed by various fun activities.

Our afternoon sessions run from 1.00pm - 3.00pm

Children will be required to attend a minimum of 2 days a week on starting.

The facilities of the Nursery include two halls with a separate modern kitchen, and access to Tilbury Hall, a large garden and a secure outside play area. There are sufficient self-care areas and toilets.

**INFORMATION ON NEW STARTERS**

Once your child/children have been accepted to attend our Nursery we will invite you to attend our New Parents Meeting which takes place yearly at in the Summer term prior to their start date.

At this Meeting we will request you fill out the following forms and documentation:

All About Me Form

Pre-Entry Questionnaire

Permission Forms

Medical/Allergy Forms

Unfortunately we are unable to allow your child to start Nursery until all these Forms have been submitted so as a staff team we can plan and put any measures in place for the safety and protection of your child/children.

**PRIORITY ADMISSION**

The decision to offer a place at the Nursery rests with the Management

Committee.

The following priorities apply in the event of over -subscription:

1. Looked after children
2. Children of Members of the Church
3. Siblings of past/present pupils
4. Earliest date of application
5. Funded children

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| This policy was adopted at a Management Committee meeting of Tilbury Nursery |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the Management Committee |  |
| Name of signatory |  |
| Role of signatory |  |