

The Oaks Day Nursery

Admissions Policy

Welfare Standards: Documentation

Aim

To ensure that all University of Kent employees and students, and employees of Kent Union have access to the nursery through open, fair and clearly communicated procedures.

The nursery offers places to the children of parents named above as a priority, and also welcomes children living outside this remit subject to place availability.

To achieve this aim we:

Ensure that the existence of the nursery is widely advertised in places accessible to all staff and students.

Make available prospectus and registration forms to all who express an interest. Ensure that information about the nursery is accessible to those whom English is a second language and where necessary with notice, endeavour to provide written information in that home language, braille, signing or through a family member or interpreter.

Waiting lists are arranged as;

University of Kent staff and students, Kent Union staff.

Siblings already attending the nursery.

Children living in the wider community.

Children who are three and four years old and are eligible for Early Years Education Government funding entitlement of 15 hours per week (term time only)

Allocation of places;

Prior to offering a place we will have considered;

Your requested start date and session times as indicated on a registration form, or any updated correspondence received

An offer of alternative set of dates or sessions if we are unable to meet your original requirements

Future transitions of children already placed in the nursery