

Oaks Nursery Admissions Policy

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 whose parent is an employee of an employer that occupies premises within the curtilage of the University's campus at Canterbury.
- 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;

- Wherever possible children who are disabled, disadvantaged or have a specific need will be considered for a place, taking into account their individual circumstances and the ability of the nursery to provide the necessary standard of care [page 2, Equality of Opportunity Policy].
- Inclusion statement contained within The Oaks Day Nursery Equal Opportunities Policy.

- 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.

Administrative procedures;

- We will acknowledge receipt of your application form when your child's details are posted on the waiting list.
- Email updates on your application.
- When a place becomes available you will be notified in writing.
- A data protection statement will be issued when confirmation of acceptance and the administration fee of £50.00 [non- refundable] is received.
- Gender and background information of children are monitored to ensure that no accidental discrimination takes place.
- Our policies and procedures are widely shared and are available on a display table by the main entrance. Please ask in the office for copies of any policies you require.

Adopted on (date): 20th July 2009

Signed on behalf of The Oaks Nursery:

Name: Chris Comper

Job title: Nursery Manager