

Oaks Nursery Admissions Policy

Aim

As a workplace nursery for University of Kent employees, students, and employees of Kent Union we provide full day care facilities for children aged 0-5 with opening hours from 8am- 6pm all year round. We will endeavour to give our parents and prospective parents access to the nursery procedures through open, fair and clear communication, primarily by email but other forms of communication include telephone and text messaging.

Please note- we do not accept applications from parents who are not directly employed by the University of Kent, Kent Union or University of Kent students.

Within this policy you will find information on;

- How to apply for a place
- Waiting lists
- Siblings
- Allocation of places
- Administration procedures
- Nursery Education Grant places for 2, 3 and 4 year olds

How to apply

Applications for a nursery place can be made on line via our website www.oaksnursery.co.uk

On receipt of application you will received a confirmation email of acceptance onto our waiting lists. If you would like a tour of our facilities before processing an application please call 01227 827676, or email oaksnursery@kent.ac.uk to arrange a mutually convenient time.

Waiting lists

Waiting lists are held in application date order, by age so it's best to apply as soon as you think you may need a nursery place. We do not ask for surety at this stage, only an expression of interest. Please remember to provide an email address that is regularly accessed as failure to respond to our email updates may result in removal from the list.

The nursery has a high demand for places and we will do our utmost to accommodate your request but please note we cannot guarantee to offer you a place or agree a start date at this stage.

Siblings

We understand fully the importance of siblings being in the same nursery together. However, we cannot guarantee second or third children a place in the nursery but

would aim to work with you to flexibly to explore all options available. This may mean offering alternative sessions or start dates, or short term fixed sessions until your choice becomes available.

Allocation of places

Places become available when a child has left, or when they are turn a 'significant birthday' and move up to the next room, thus making available empty sessions. You will be contacted via email when a place becomes available. We will endeavour to match your selected days and times, but on occasion you may be offered alternatives. Existing parents waiting to change sessions or place a sibling will take priority over new families.

Prior to offering a place we will;

- 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).
- Monitor gender and background information of children to ensure that no accidental discrimination takes place
- Consider your requested start date and session times as indicated on a registration form, or any updated correspondence received
- Consider future transitions of children already placed in the nursery

Flexibility is the key to a successful acceptance of a place, so please plan ahead and consider all options that may be available to your family situation whilst on our waiting list.

Administration procedures

We will acknowledge receipt of your application form when your child's details are posted on the waiting list. You will receive an email quarterly asking if your status has changed and if you wish to remain on the waiting list. It's very important that parents acknowledge this email by the date requested as failure to do so may result in removal from the list.

An offer of a place is sent by email and we aim to give parents 12 weeks' notice, however on occasion this may be sooner. Parents are given a week to accept, reject or defer the place offered. If a place is deferred, we cannot guarantee that any future requested start dates will be available. Places can only be deferred twice.

A data protection statement will be issued when confirmation of acceptance and the administration fee is received.

Finance

A non-refundable administration fee of £50 is payable on acceptance of a place. Please read our pricing and fees policy for current charges, payment methods and exclusions.

The university operates a Salary Sacrifice Scheme, and in order to fully facilitate this method of payment university staff are asked set up registration prior to their child's starting date as it can take up to 8 weeks for the first sacrifice payment to reach the nursery account.

More information can be found at

<https://www.kent.ac.uk/hr-staffinformation/policies/family/?tab=work-life-balance>

Free Nursery Education Grant places for 2, 3 and 4 year olds; allocation of places

Oaks Nursery is registered with Kent County Council for the provision of 2,3 and 4-year-old grant funded places. As such we make available all information for our existing parents in the term of their child's 2nd / 3rd birthday. Sessions are offered based on the child's existing attendance pattern, and for eligible parents wanting to use their additional hours' sessions (3 and 4-year funding only) these are subject to availability. There is no guarantee that parents will be able to use their full entitlement with us if their child is not already attending or 6 sessions a week. You may share the entitlement with other nursery providers, out of school clubs or childminders, for more information please contact *Kent Children and Families Information Service*

<http://local.kent.gov.uk/kb5/kent/directory/service.page?id=ehkENLK95w4&childcarechannel=2>

Policy adopted on	Signed on behalf of Oaks Nursery	Copy to staff file	Due for review	Policy version
1 st August 2017	Chris Comper		August 2019	1