

Kingsfield Nursery

Admissions Policy

At Kingsfield Nursery we care for up to 32 children per session, between the ages of 2 and 4 years of age. The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

The nursery uses the following admission criteria, which is applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

A child requiring a full-time place may have preference over one requiring a part-time place.

This is dependent upon spaces being available at the time of application. We operate a waiting list and places are offered on an availability basis. 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.

Prior to a child attending nursery, parents must complete and sign a registration form and make a deposit payment of £25 to secure the place. This will be returned upon enrolment to nursery. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, allergies, collection arrangements, sessions required, contact details for parents, Doctor's contact details.

Kingsfield Nursery is eligible to provide government funded places for early education. Children can start nursery once they turn 2 years old but funding may only be claimed the term after their 2nd or 3rd birthday. More information can be found on our website.