KINGS HILL SCHOOL
PRIMARY & NURSERY

Kings Hill School
Primary & Nursery

Nursery Class Admissions Policy

Date of Policy: September 2025

Date of Review: September 2026

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NURSERY CLASS ADMISSIONS POLICY

Policy Statement

At Kings Hill School Primary & Nursery it is our intention to make our Nursery Class accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the Nursery Class through open, fair and clearly communicated procedures.

We ensure that the existence of our nursery class is widely advertised in places accessible to all sections of the community.

Procedures

Waiting List

Parents/carers may register their interest in a place at the nursery at any time following their child's birth, by completing an application form. The child's birth certificate will be required as proof of their date of birth. Children will be entered on a waiting list, to be considered for a place when they reach the appropriate age. Placing a child's name on the waiting list does not guarantee that a place will become available for the child. The date on which a child was added to the waiting list is not necessarily taken into consideration when places are offered.

We arrange our waiting list in birth order. In addition, our policy takes into account (in no particular order):

- the age of the child, with priority given to children who are eligible for the funded entitlement, including eligible two-year-old children
- the length of time on the waiting list
- the vicinity of the home to the school
- whether any siblings already attend the school
- the capacity of the nursery class to meet the individual needs of the child

We offer funded places in accordance with the Code of Practice for Kent County Council and any local conditions in place at the time.

We monitor the needs and background of children joining our nursery class on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.

We share and widely promote our Equality Statement and Objectives on our school website.

We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the nursery class and stability for all the children.

Offers

The main point of entry to the nursery will be in September each year with a limited number of places offered for January. Places for September & January will be offered during the preceding Spring term. Places will be offered by contacting parents by email using the contact details provided. If no acceptance is received by the deadline given in the offer letter, the place may be offered to another child on the waiting list.

Admission to Reception

Children who attend the Nursery do not have an automatic place in the Reception classes at Kings Hill School and should apply through Kent County Council admissions.