



SEVENOAKS DAY NURSERY

Admissions Policy

It is our intention to make Sevenoaks Day Nursery accessible to children and families from all sections of the local community in or near Sevenoaks and its neighbourhood.

We aim to ensure that these families have access to the Nursery through open, fair and clearly communicated procedures. These may be written and/or verbal and, where necessary, we will try to provide information through an interpreter.

The Nursery has an Equal Opportunities Policy and welcomes any child.

We are open from 8am until 6pm throughout the year except for a week at Christmas and all other Bank Holidays.

Places

Places in the Nursery are open to children from 8 weeks old until they start school.

In order to become comfortable with Staff and other children, it is a requirement of the Nursery that children attend at least two days a week throughout the year. We do **NOT** offer sessional places or term-only places, however, we offer a limited number of fully-funded places on Thursdays and Fridays between 8am and 1.30pm.

We keep two places available for emergency care.

Anyone with parental responsibility may seek a place, but we insist that they visit the Nursery so that they may get to know our aims and policies before submitting an application form.

If a place is available, it may be reserved on completing and returning a signed contract together with a non-refundable deposit, the equivalent of two weeks' fee.

Waiting List

If a place that meets the requirements of an applicant is not available, then the child's name may be held on a waiting list.

If a place becomes available and it suits more than one child, the following preferences will be applied, in this order of priority, when choosing which child is offered the place:-

1. A child who is eligible for Free for 2 funding
2. A child who has or had a sibling at the Nursery
3. A child whose application precedes another

Funding

We are registered with KCC and offer all forms of Government early education support:- Working Parents, Universal (15 hours) and Free for 2.

Tax-Free Childcare

We are registered with the Government scheme and accept payments from Tax-Free Childcare accounts.

Vouchers

We are registered with and accept payments from most childcare voucher companies.

Fees

In keeping with our charitable status we aim to keep fees affordable. Our daily fee covers three meals and includes a two-course lunch cooked on the premises.

These fees are payable monthly on receipt of invoice.

Current fees are listed on our website.

This policy was adopted at a meeting of the Trustees of Sevenoaks Day Nursery CIO on 7th February 2018 and amended in March 2026.



Stephanie Jenkinson
Chair