



Old Palace *of* John Whitgift School

Independent Girls' School

Entry into Nursery

Girls and boys are welcomed to our day nursery subject to numbers and the completion of all required documentation. Boys leave Old Palace Nursery at the end of the Pre-School year at age 4. Girls may be assessed for entry to Reception.

A parent may secure a place on the waiting list by completing and returning the Application Form for Entry to the School, available from the School Registrar. This must be accompanied by a copy of the birth certificate and a non-returnable entrance administration fee of £50. Cheques should be made payable to The Whitgift Foundation.

A waiting list for each group/room is maintained in order according to the date of registration. If a space becomes available, parents are contacted and a place offered. To secure the place, written acceptance is required within 3 working days of the offer, along with a security payment of £250. If written acceptance is not received within 3 working days of the offer the place will be offered to the next person on the waiting list.

Two weeks before the child is due to start at Nursery parents and the child are required to attend a meeting with the Nursery Day Care Manager to go through relevant paperwork and share information about routines, dietary requirements, sleep patterns etc. All necessary documentation must be completed and returned to the Nursery Day Care Manager before the child can start at nursery. Parents and the child will meet appropriate members of staff and discuss the management of the transition period.