



NURSERY ADMISSIONS POLICY 2023-2024

Approved by: RGB Review Frequency : Every Two Years Next Review Date : May 2025 Last Reviewed : N/A
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Signed by: Head Teacher

K Jones Date Approved: May 2023
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GENERAL INFORMATION

All Faiths Children's Academy is open 8.30am – 3.00pm Monday – Friday, term time only. All Faiths Children's Academy offers three & four year old universal entitlement (15 hours), morning or afternoon places and three & four year old extended entitlement (additional 15 hours) to eligible children, where places are available. We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

The Nursery at All Faiths Children's Academy has 3 annual intakes, September, January and April, children can start the term after their 3rd birthday. Casual admissions will be added to the waiting list and start at the next available in-take.

FUNDING INFORMATION

All Faiths Children's Academy welcomes children in receipt of the universal funding for three and four year olds and the extended entitlement (30 hours) for three and four year olds. Full details of these schemes and eligibility is available on request or online at [Medway FISSD](#).

A child will be entitled to the additional funded hours from the term after both of the following conditions are satisfied:

- (1) the child has reached the age of three;
- (2) the child's parent has a current valid eligibility code from HMRC.

Example: If a parent applies for and receives confirmation of eligibility from HMRC after 1 April, 1 September, 1 December the child will be entitled to start their additional 15 hours from the next term intake.

You must go online to reconfirm details at the end of each funding period (you will receive an email from HMRC prompting you to do this).

If you are no longer eligible for the extended funding you will fall into a 'Grace Period'. This is a short period of time to give you the opportunity to find work or reconfirm eligibility.

All Faiths Children's Academy will inform you of the grace period end date. This is when the funding for the extended hours will end. As a school based nursery we only accept children with Government Funding. If your child no longer has 30 hour funding, they will be offered a 15 hour place, we cannot accept payment other than the 30 hour top up.

All Faiths Children's Academy will make arrangements with you regarding ending your extended 15 hours. Contact HMRC regarding any queries or appeals on 0300 123 4097 as All Faiths Children's Academy and the local authority are unable to answer any queries relating to the online application system.

SESSION TIMES

Morning Session	Afternoon Session	All Day (30 hours)
8.30 -11.30	12.00-3.00	8.30-3.00 Mon-Thurs 8.30-12.30 Fri (additional payment may be made to extend to 3.00pm on Friday)

Parents who wish to pay additional Nursery fees to include Friday afternoon (hours over and above the 30 hours funded), will be charged as per the Trust's Charges and Remission Policy. The fee for this additional time is £12.50 per week. This can be paid via ParentMail and will be charged weekly.

REGISTERING FOR A PLACE IN THE NURSERY AT ALL FAITHS

To apply for a place at All Faiths Children's Academy you must complete and return your application form to the school office. You must provide original copies of documentation to confirm that your child has reached the eligible age for all early education funded places. For example, birth certificate or passport.

You must provide original copies of documentation to confirm that your child is eligible for three & four year old extended funding (eligibility code). All Faiths Children's Academy will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations.

No deposit is charged to secure your child's place where you are using funded hours. You must indicate on your application form the pattern of attendance you would prefer.

ALLOCATION OF PLACES

If there are not enough places available for all applicants we will allocate places in the following priority order:

- Looked After Children (children in public care and as deemed under Section of the Children Act 1989)
- Children who have a sibling at the setting.
- Staff working at the school who have children and fulfil the eligibility for funding.
- In order of the date the application was received (starting from the earliest).

The waiting list will be maintained by the Admissions Officer.

NOTICE PERIODS

Parents are required to give a **4 week notice period** for any funded hours when deciding to withdraw their child from All Faiths Children's Academy.

COMPLAINTS AND QUERIES

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the head teacher using the normal complaints procedure which is available on the school web site or the school office.