



New Horizons  
Children's Academy

PART OF THE THINKING SCHOOLS ACADEMY TRUST



Children first – Challenge – Aspire - Achieve

# Nursery Admissions Policy

## September 2025

*Created: April 2025*

*Ratified by Governors: July 2025*

*Next Review: July 2026*

## 1. Policy Statement

At New Horizons Children's Academy 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.

## 2. Procedures

At New Horizons Children's Academy, we offer both 30 and 15-hour provision. The 30-hour sessions run from 8.30am-3.00pm, with the option of staying for lunch. There will be a charge incurred for the children who are having a school meal, alternatively you can provide your child with a home packed lunch.

Our 15-hour provision is divided in to 5 morning sessions or 5 afternoon sessions. We are unable to offer a mixture of full days and half days to fulfil the 15-hour entitlement. Morning sessions run 8.30-11.30am and afternoon sessions run 12.00-3.00pm.

For 30 hour provision, there will be additional charge is of £12.50 per week, which covers the cost of the wrap-around childcare during the lunchtime period and is payable regardless of your child's attendance.

### 2.1. Waiting List

Parents/Carers may register their interest in a place at the Nursery at any time following their child's birth, by completing a Nursery application form. The child's birth certificate will be required as proof of their date of birth. Children are admitted the term after their 3rd birthday. 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
- whether any siblings already attend the school
- the vicinity of the home to 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 Medway 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.

## 2.2 Payments

### **Fees and Non-Payment**

- All fees must be paid in full by Monday of each week, or at minimum by the end of each term.
- Fees remain payable even when a child is absent due to illness or any other reason outside of the school's control.
- Failure to make payment on time will result in a payment-plan meeting.
- Failure to meet the agreed payment plan may result in a reduction of hours offered or suspension of the child's place until the account is brought up to date.
- Continued non-payment may lead to a permanent reduction of hours or permanent withdrawal of the child's place.

### **Fee Review**

- Fees are reviewed at the end of each academic year. Any changes to the fee structure will be communicated to parents/carers in advance of the new academic year.

### **Bank Holidays and Staff Development Days**

- Fees remain payable for all bank holidays and scheduled staff development (INSET) days.
- These days are included in the nursery's annual fee structure and are not refundable or transferable.

### **Half-Term Closures**

- The nursery does not charge fees for half-term breaks or any period when the setting is closed for all children.
- No payment is required for these non-operational periods.

### **General Notes**

- By accepting a place, parents/carers agree to the above fee structure and payment expectations.

## 3. Offers

The main point of entry to the Nursery will be in September each year with a limited number of places offered for January and April. 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.

### 3.1. Admission to Reception

Children who attend the Nursery do not have an automatic place in the Reception classes at New Horizons Children's Academy and should apply through Medway Council admissions.