



Policy Document

Alkerden Church of England Academy

Admissions Policy

September 2026

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Admission Criteria

Alkerden Church of England Academy Nursery follows the admission criteria set by Kent County Council for selecting and offering places to local children.

Children will be accepted in order of priority set by the Governors and staff of Alkerden Church of England Academy.

1. Child in Care and all previously looked after children (CiC).
2. Children referred by outside agencies with Special Educational Needs.
3. Siblings currently attending Alkerden Church of England Academy.
4. Date of Birth - but taking into account the length of time the child has been on the waiting list.
5. Distance measured in a straight line (as Primary admissions).

Alkerden C of E Academy Nursery will not disadvantage a child from a particular social or racial group; or a child with disability or SEN.

Except in cases of need, children should have had their names on the waiting list for at least one term before entry can be considered. Entry will be as close as possible to the term following the third birthday and will be in order of the criteria listed above; taking into account the length of time the child had been on the school waiting list.

Our funded deliverable hours for the Extended Entitlement of 30 hours for eligible working parents are from 09:00 - 15:00 for five days. Places are strictly limited and allocated in line with the admissions policy criteria as detailed above. All of our sessions whether Universal or Extended are every day - Monday to Friday - term time only.

Entitlement to a Free Early Education place does not offer a guarantee of a place at any one provider or a particular pattern of delivery.

Children are to bring in a packed lunch and are supervised from the hours of 12:00-13:00.

Parents who are in receipt of specific benefits should contact the office in the first instance where arrangements will be made to provide your child with a Free School Meal in line with the Kent Provider Agreement and Free School Meal legislation.



Practice

Families on the waiting list will be contacted by email/letter for the main intake for September, usually in the Spring Term preceding the intake. Other places offered at other times will be initially by email or telephone followed by letter.

Once the place is accepted for September, parents or carers will be invited for an introductory meeting with the Director of Nursery, EYFS and Key Stage 1 and a tour of the school. In exceptional circumstances this may be conducted by video conferencing.

Places will have to be accepted by email, phone or letter and an appointment letter for enrolment will be sent around the Summer Term preceding the intake. In exceptional circumstances this may be conducted by video conferencing.

Enrolment time/acceptance of place

Parents and carers will have to bring with them an original of their child's birth certificate or child's passport, proof of their address (utility bill) and their child's red clinic book/child benefit letter, along with any details of their child's 2-Year-Old check if available.

Families are encouraged to advise the Nursery at the earliest opportunity that they will not be taking up their offered place.

Starting school

Children will be offered stay and play sessions to help them settle into the nursery, parents are expected to stay with their children during this time.

Families are invited to stay on site for at least their first session or until the child has settled. The child's Key Person will advise you of any changes to their full entitlement hours. Some children need longer to settle and every effort is made to make the process of transition smooth.

Annual leave

Parents are requested to refrain from applying for annual leave during term time. Any requests must be in writing, where it will be considered using the Head of School's discretion.

Over Subscriptions

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to Children in Local Authority Care and all Previously Looked After Children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school defines social and medical need as having a demonstrable and significant need to attend the school. The school requires written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection 2 between these needs and the school.
3. Priority will next be given to children with siblings at the school currently. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
4. Date of birth - but taking into account the length of time the child has been on the waiting list.
5. Nearness of children's home to the school. The Local Authority uses distance between the child's permanent home address and the school and is measured in a straight line using National Land and Property Gazetteer (NLPG) address point.