



## **High Halstow Hatchlings Admissions Policy - September 2025**

### **Introduction**

High Halstow Hatchlings is a 26 place nursery offering child care from 8:45am until 5:15pm, 38 weeks of the year, operating as part of Leigh Academy High Halstow. High Halstow Hatchlings is registered for 3-4 year old government funding.

### **Admissions:**

Children will be eligible to start nursery the September following their 3<sup>rd</sup> birthday. We allocate a number of 15 hour spaces and 30 hour spaces adhering to the Government guidelines. Child in care, child of a Leigh Academy High Halstow employee, sibling of a child attending Leigh Academy High Halstow and interest list positions are all taken into consideration during the systematic admissions process. *\*Please note completing a registration of interest does not guarantee your child a place.*

### **Children with SEND:**

The SENCO must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from the setting's core budget then an application for SEN inclusion funding (SENIF) must be made immediately.

Children with identified SEND will be offered a place when one becomes available. However, the start date for children with more complex SEND will be determined by the preparations required for the child's safety, wellbeing and accessibility in the setting. The EYFS Lead and SENCo (Special Education Needs Coordinator) will agree on a personalised timetable with parents taking into account the additional level of support the child needs to access the setting. The child's safety at all times is paramount.

At the time of registration the Office Manager will check to see if a child's family is in receipt of Disability Living Allowance, if so, the Office Manager will ask for evidence to enable them to claim the Disability Access Funding directly from the Local Authority. If the family is eligible but not in receipt of the allowance, the Office Manager will support the family in their application.

### **Changes to days / sessions:**

We are unable to make any changes to our five-day funding pattern. A term's notice will need to be given if you need to amend your child's additional chargeable hours. We can only book additional chargeable Breakfast Club and After School Club provisions, if we have spaces available. This will need to be discussed with the Office Manager. *\*Please note we are unable to decrease our 5 day funding pattern.*

### **Illness/absence/holidays:**

No refund of fees or additional sessions will be given in the event of a child's absence.

### **Closures:**

Should the nursery and academy need to close due to bad weather or due to any other unforeseen circumstances, a refund will be given to fee paying parents, at the discretion of the

Academy Principal. Should closure need to take place part way through a session then this clause does not apply. High Halstow Hatchlings operates 38 weeks per year term time only. Inline with the main school we close early on the last day of Term 2 (Christmas) and Term 6 (Summer). Term dates can be found on our school website:

<https://leighacademyhighhalstow.org.uk/academy-life/term-dates/>

## **Funding**

**15 hours Funding** - All 3 to 4-year-olds in England can get 570 hours of free early education or childcare per year. 15 hours a week for 38 weeks of the year.

**30 Hours Funding** – Each parent (or sole parent in a single family) will need to earn over £120 per week (or £112.80 if you are aged 21-24) and no more than £100k per annum from paid employment, which entitles a child to up to 30 hours' free childcare per week. 30 hours a week for 38 weeks of the year. [https://admissions.medway.gov.uk/Synergy/funded\\_childcare.aspx](https://admissions.medway.gov.uk/Synergy/funded_childcare.aspx) Parents are responsible for reconfirming their details every 3 months; failure to do so could result in an invoice being sent to the parent to cover the unfunded fees.

## **High Halstow Hatchlings Nursery- Funding Pattern:**

Our Nursery pattern of funded hours are as follows:

8:35am-11:35am – Monday to Friday (5 days) – 15 hours  
8:35am-2:35pm – Monday to Friday (5 days) – 30 hours  
(38 weeks per year – term time only.)

Any additional hours will be booked and managed on MCAS (My Child At School). Failure to pay your child's fees will jeopardise their additional hours for the following term. Funding and session times will be agreed with the academy prior to your child starting nursery.

## **Sessions/fees:**

**Breakfast Club - main school hall bookable via the MCAS app**

**7:45-8:35am - £4.00 – Breakfast is included.**

## **Core am session:**

**8:35-11:35 – £24.00**

## **Core full day session:**

**8:35am -2:35pm - £48.00**

**2:35-3:20 pm - £6.00**

## **Hakuna Matata**

15:30-17:45 £13.50 per session for regular days, £16.00 per session ad hoc bookable direct with Hakuna Matata at Hakuna Matata After-School Club. **For all enquiries and booking please email:** [team@hakunamatata.uk](mailto:team@hakunamatata.uk)

**Late Pick up:**

It is important that you are punctual when collecting your child from the nursery, as delays can be very upsetting for young children waiting to go home. If you do not bring in your child and pick them up at the stated times, we may not have the ratio of staff to children that is required by law. If we cannot make contact with you, we may need to call Social Services. We charge £1.00 per minute of a late pick up.

**Applying for a school place:**

From September to January you will be able to apply for your child's school place. This is completed online via Medway Council. Attending High Halstow Hatchlings Nursery does not guarantee your child a placement at Leigh Academy High Halstow. Your child's Nursery placement will run from September to the end of July.

I have read, understood and agree to abide by the above conditions.

Name Parent/ Carer: \_\_\_\_\_

Name of child: \_\_\_\_\_

Parent/ Carer signature: \_\_\_\_\_

Date: \_\_\_\_\_