Infinity Academies Trust

Ready to learn; Prepared to flourish.

Abbey Ark Admissions POLICY

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Document Management Information

Policy Reference	Abbey Ark Admissions
Applicable to:	All internal and external stakeholders to Abbey Ark Childcare.
Development and Consultation:	Has been produced in consultation with the SLT at the academy and is carried out within the context and spirit of the academy's value and vision statements.
Dissemination:	This policy is available by the Trust document manager.
Implementation:	To be shared with all staff and reviewed appropriately.
Training:	As required
Review Frequency:	Annually or should there be any specific statutory changes.
Policy Author:	Director of EYFS (Bourne Abbey CE Academy)
Executive Policy Owner:	Education Director
Approval by:	CEO
Approval Date:	Sept 2026
Next Review Due:	Sept 2027

Revision History

Document Version	Description of Revision	Date
1.0	Added to Infinity template on transfer from AAT	25.09.2026

Striving for excellence, caring for all

Within a loving and caring Christian environment.

ABBEY ARK
CHILDCARE

Introduction

Abbey Ark welcomes children from ages 2 – 4 years old. A child is eligible to start with us from their second birthday.

Abbey Ark is open Monday – Friday, 7.30am – 6pm for 51 weeks of the year.

Abbey Ark is closed on Bank Holidays, and for one week over the Christmas period. Closure dates are shared with parents/carers annually.

We offer term time only and all year-round placements. Families are asked to indicate their preferred attendance patterns on the registration form. Abbey Ark follows the term dates for Bourne Abbey C of E Primary Academy, which are communicated to parents/carers in advance.

Abbey Ark offers:

- Funded places for two-year-olds (15 hours & expanded hours where eligible), up to 30 hours)
- Universal 15 hours for three and four-year-old
- Extended 30 hours for eligible three- and four-year-olds.

Funded places are offered subject to availability.

Abbey Ark also receives Early Years Pupil Premium (EYPP) and can access Disability Access Funding (DAF) for eligible children.

The numbers and ages of children admitted comply with the legal space and staffing requirements set out in the Early Years Foundation Stage (EYFS). Admissions decisions take account of staff-to-child ratios, available space and the suitability of provision to meet children's needs. There is no minimum attendance requirement for funded places; however, session availability may be limited and subject to staffing and space.

Places are allocated on a first come, first served basis. Where demand exceeds availability, priority may be given to:

- Children already attending the setting who wish to increase sessions
- Children with siblings.

If all sessions are full, a waiting list will be maintained and places offered as they become available.

Abbey Ark operates an inclusion and equality policy and is committed to ensuring that all children

have equal access to nursery provision regardless of gender, race, disability, religion or belief, or sexual orientation of parents/carers.

Admission to Abbey Ark **does not guarantee a place** in Reception at Bourne Abbey C of E Primary Academy.

Fees

All fees are payable monthly in advance and must be paid by the date stated on the invoice. Payments can be made via Famly, registered childcare vouchers or Tax-Free Childcare.

Additional hours may be purchased subject to availability and in line with Abbey Ark's fees.

Abbey Ark does not charge 'top-up' fees for funded places and does not require parents/carers to pay a registration fee as a condition of accessing early education funding.

Registration

To apply for a place at Abbey Ark, parents/carers must complete and sign a registration form and contract, detailing the requested sessions, start date, attendance pattern (term time only/all year round), and family contact details.

Parents/carers must provide original documentation to confirm their child's date of birth, such as birth certificate or passport.

A refundable deposit of £50 is required to secure a place. This deposit will be refunded when the child leaves the setting.

If a family choose not to take up an offered place by the agreed start date, the deposit will not be refunded.

If Abbey Ark is unable to offer a place, the £50 deposit will be returned.

Parents/carers may choose to defer their child's start date or take up fewer hours initially, subject to availability and funding rules.

No deposit is required where a child accesses funded hours only. Where additional paid hours are purchased alongside funded hours, a refundable deposit of £50 will apply.

Once a completed registration form is received, families will be contacted to confirm availability and whether the application has been accepted. All confirmed offers will be provided in writing, via e-mail, and will include agreed sessions, start date, and funding arrangements.

Abbey Ark requires a minimum of 4 weeks' notice prior to a child's start date to complete relevant paperwork.

A taster session will be arranged before the child's start date. These sessions support children to become familiar with the environment and staff and help us ensure a smooth transition into Abbey Ark.

Early Years Entitlement

Abbey Ark provides funded early education for children aged 2 – 4 years old, subject to eligibility.

For children aged 9 months to 4 years eligible working families can apply for 30 hours of childcare to use from the term after their child turns 9 months until they reach school age.

Some families who are receiving additional support, may also be eligible for two-year-old funding, this must be applied for online. A valid funding code will be required to claim this entitlement.

All children are entitled to 15 hours of universal funded childcare from the Government from the term **after** their third birthday. These hours can be taken during term time or stretched across the year, meaning fewer funded hours per week but the same total annual entitlement.

Families who are eligible for extended 30 hours funding must apply via the government website. An eligibility code must be provided to Abbey Ark and revalidated regularly in line with government requirements.

All parents/carers must complete a Parent Declaration Form every term to enable Abbey Ark to claim funding. This information also allows Abbey Ark to access additional funding such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF) where applicable.

Special Educational Needs and Disabilities (SEND)

Abbey Ark welcomes children with special educational needs and/or disabilities. Admissions are considered in partnership with parents/carers and relevant professionals to ensure that appropriate support and reasonable adjustments can be made in line with the Equality Ace 2010 and the EYFS.

Notice periods

Parents/carers are required to give four weeks' written notice to withdraw their child from Abbey Ark. Fees will remain payable during this notice period.

Where families wish to amend or cancel sessions a four-week notice period is required.
Requests will be accommodated where possible, subject to space, staffing and availability.

Where a child leaves part way through a funded term, funding will be administered in line with local authority guidance. Parents/carers remain responsible for payment of any non-funded hours booked.