



Charlton Kings Infants' School and Kindergarten

Kindergarten Admissions Policy

Governor committee responsible:	Curriculum and Standards	Governor lead:	Chair of Curriculum and Standards
Status:	Non-Statutory	Review cycle:	Annual
Last review:	December 2025	Next review due:	December 2026

Designation	Name	Date	Signature
Chair of Governors	Alan Waller	09.12.2025	
Headteacher	Katie James	09.12.2025	

Statement of intent

At Charlton Kings Kindergarten, all children and families are welcomed and valued. It is our intention to make our setting accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Admission procedure

We have two intakes a year (September and January). We accept children at CKIS Kindergarten from the age of three. We induct new children to Kindergarten from September in each year and have capacity for 32 places per session. Once we have reached capacity for each session, we are unable to hold places if children are due to start later in the year.

Should we have capacity within the Kindergarten, places will be allocated in order of the following admission priority:

1. Children in Care ('Looked after child') (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2), child arrangements order (3) or special guardianship order (4) .
2. Children who have a sibling who will be attending Charlton Kings Infants' School or Charlton Kings Junior School at the time of admission (ie a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent/carer's partner).
3. Children of full or part time salaried members of staff of Charlton Kings Infants' School who have been employed at the school for two years or more at the time of the application for admission.
4. Those children whose names have been added to the register of interest. **PLEASE NOTE that putting your child's name on the register of interest does not automatically guarantee them a place at Kindergarten. A place at Charlton Kings Kindergarten does not guarantee a place at Charlton Kings Infants' School.**
5. Children who require a full-time space (attendance at all 10 sessions across the week) in Kindergarten.

The names of children who have not achieved an offer of a place will be ranked on the waiting list in accordance with the order of priority, not in accordance with the date that the application for the register of interest was received. This means that a child's name may go down as well as up the waiting list as further applications for admission are received for children with higher priority.

Special note: We will consult with parents/carers and the Local Authority regarding admission requirements for children with an Education Health Care Plan (EHCP).

The application process includes a completed Parent Handbook and an online request for preferred sessions. We will endeavour to accommodate your preferred sessions, but are **not able to guarantee these sessions**

will be available. A deposit of £50 will also be required when completing the registration forms. This deposit will be offset against the first term's fees or returned during the first term to families who are fully funded.

We require one term's notice if you no longer require allocated sessions or want to reduce sessions. In the event that we are not given this period of notice, we will charge for missed sessions.

We do not recommend that children should attend the setting for just one session per week as this does not promote continuity and consistency. We therefore require a minimum of three sessions (am or pm) per week.

15 hour nursery funding and additional funding

All children are entitled to receive 15 hours of free nursery funding after their third birthday.

Child's birthday:

1 January to 31 March

1 April to 31 August

1 September to 31 December

When you can claim:

The beginning of term on or after 1 April

The beginning of term on or after 1 September

The beginning of term on or after 1 January

In addition to all children receiving 15 hours of free nursery funding after their third birthday, SOME three to four year olds from working families may be entitled to a further 15 hours of child care. Full details regarding your eligibility can be found by visiting www.gov.uk or www.glosfamiliesdirectory.org.uk or [How to apply for 30 hours childcare | Childcare choices](#) or by telephoning 01452 427362.

If you are eligible you will be given an eligibility code that, together with your national insurance number must be presented to us on the funding form provided by Kindergarten.

In addition CK Infants' School Kids Club are able offer flexible care before or after Kindergarten. Further information can be found on our website [Kids Club - Charlton Kings Infants' School and Kindergarten](#) A place at Charlton Kings Kindergarten does not guarantee a place at our Before and After School Club.

Appeals procedure

1. Parent to discuss issue with Lead Practitioner/ Assistant Head Teacher with responsibility for EYFS
2. If not resolved, parent to put reasons in writing to Head Teacher
3. Head Teacher to liaise with Governor representative to consider the case
4. Head Teacher to provide a written response to parent and Kindergarten