



# Nursery Admissions Policy

The Admission Policy is published on our website and is also available from the school office upon request.

We are an area nursery catering for the catchment area corresponding to that of Sprowston High School. If there are any vacancies children from a wider catchment area can be considered.

Children may be admitted into nursery class from their third birthday if vacancies exist. Children do not receive funding until the term after their third birthday, any unfunded sessions that the child attends will need to be paid for in accordance with the Nursery Charging policy. Priority will be given to children in receipt of funding. As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy will not be retained, but may be requested again at a later date.

The Local Authority criteria state that, where a maintained nursery is oversubscribed the following criteria are applied and places allocated to:

1. children with an Education, Health and Care Plan (EHCP) naming the nursery
2. children in public care who are due to access three and four year old funding
3. children who are due to access three and four year old funding who are living in the area served by the school and nursery and who have a brother or sister attending the school
4. children who are due to access three and four year old funding who are living in the area served by the school and nursery
5. children who are due to access three and four year old funding living outside the area served by the school and nursery and who have a brother or sister attending the school
6. children who are due to access three and four year old funding living outside the area served by the school and nursery

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

In addition our policy will take the following into account:

- Particular circumstances affecting the family
- Referrals from other agencies
- The balance of the group as a whole

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

Early Education is offered to families 38 weeks of the year. The funded hours can be claimed (to the maximum available) –

- Mon – 8.30am-11.30am & 12.15pm-3.15pm
- Tues – 8.30am-11.30am & 12.15pm-3.15pm
- Wed – 8.30am-11.30am & 12.15pm-3.15pm
- Thur – 8.30am-11.30am & 12.15pm-3.15pm
- Fri – 8.30am-11.30am & 12.15pm-3.15pm

There is also a lunch club which runs 11.30am-12.15pm. Funded hours cannot be used for the lunch club, there is a charge for children attending the lunch club. Nursery sessions run term time only.

Parents are asked to specify preferred sessions. Children can attend mornings, afternoons, a combination of mornings and afternoons or full days. Children must attend a minimum of 12 hours (4 sessions) a week. Once all children on the waiting list have been offered the maximum number of funded sessions, we consider offering other sessions where available. Priority for lunch club sessions is given to children attending all day. **If you don't take up all of the sessions that you request your place may be offered to another child that is taking more sessions.**

Parents/carers will be asked to complete a claim form on a termly basis for funded places. Parents will also be asked to complete a booking form on a termly basis.

To allow safe setting up and clearing of the Nursery, staff will be unable to supervise children whose parent/carer is late to collect them. Parent/carers are advised to inform staff in advance or by phone that they may be late and will be required to collect their child from the main office

We advise parents that in accordance with our intimate care procedures we prefer not to accept children until they are toilet trained. In cases where children are finding this issue challenging we will offer consultation and advice at the time of the induction meeting and/or home visit. In cases of specific medical toileting needs a care plan may be drawn up in consultation with parents/carers, Head teacher, SENCO and Nursery staff.

There is no provision for transport for nursery aged children.

Nursery children follow a short induction programme which sometimes includes a home visit as well as a phased entry.

No more than five pupils identified by the Local Authority as having special educational needs should be admitted to each session. (Schools will be advised each year of the timetable for the identification of children in this category).

At the discretion of the Headteacher and Governors children who have other significant needs can be admitted.

A copy of this Nursery admission policy is available for parental viewing on the Sparhawk website or hard copies requested from the school (please note a copying fee may be charged)

Reviewed July 2020