

## East Harling Primary School and Nursery



### Maintained Nursery Admission Policy

In Norfolk admissions to maintained nursery schools and classes are the responsibility of the school, not the Local Authority.

The school manages admissions into our Nursery Class and parents/carers are invited to place their child's name on the waiting list held in the school office (this can be done at any time). The school will contact all parents of children on the waiting list the term before they are due to start to confirm whether they still wish to apply for a place.

Children will generally be admitted to our nursery class in the September after their third birthday, the year before they are due to start school.

All three and four year olds are currently entitled to 15 hours of free early learning and childcare per week, for 38 weeks per year during term time. In our nursery, this is currently offered as 5 x 3 hour morning sessions per week (Monday to Friday).

It is the school's policy that children are offered a place with the expectation that they will attend five sessions a week. The school may offer alternative provision for children with special educational or health needs. The school will consider requests for a more flexible placement to meet working parents' needs, where it is able to do so. Any requests for alternative provision should be discussed with the headteacher. In line with Norfolk County Council policy, parents will be asked to complete a termly claim form, indicating where they would like to claim their child's free universal early years entitlement. Parents will be charged (based on the current funding rate) for any sessions that their child attends that has not been claimed for at the start of term.

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 of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

#### Admission criteria

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

- (1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 71. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- (2) Children with a sibling attending the school at the time of application who live in the catchment area. Sibling is defined in these arrangements a child/ children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- (3) Children who live in the school's catchment area.
- (4) Children with a sibling attending the school at the time of application who live outside of the catchment area.

(5) Children with a parent that works at the school (who has been employed for at least 2 years at the time of application)

(6) Children that live outside the catchment area of the school.

In the event of the school being oversubscribed (in relation to any of the above criteria) priority for admission will be given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school.

Parents/Carers will be notified if their child has a place in our nursery at the start of the summer term.

To support smooth transitions, we will contact all Parents/Carers prior to admission date inviting them to attend an induction meeting, offering a home visit and a chance to visit our nursery.

### **Pupils with additional needs**

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.

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.

This Admission Policy is issued to all families as part of the registration process. It is also available by request through the school office, or is available on the school website.

**Date for review:** March 2018