



## **Great Hockham Primary School and Nursery**

### **Nursery Admissions Policy**

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## **Statement of intent**

GHPSN aims to provide a nursery experience for children that is affordable, high- quality and geared towards a smooth transition into Reception class.

The governing body is the admission authority and is responsible for setting the school's Admission Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at GHPSN

## **1. Legal framework**

This policy has due regard to legislation and guidance, including, but not limited to, the following:

### Legislation

- The Children's Act 2004
- The Adoption and Children Act 2002
- The Children and Families Act 2014
- The Education and Adoption Act 2016 (Commencement No.4) Regulations 2018

### Guidance

- Early Education and Childcare Statutory Guidance for Local Authorities – June 2018
- Early years Entitlements: Operational Guidance For Local Authorities and Providers – June 2018
- The Schools Admissions Code 2021
- The Admission Appeals Code 2022

This policy will be implemented in conjunction with the following school policies and procedures:

- Charging and Refunds Policy
- Admissions Policy
- Concerns and Complaints Procedure and Policy

These policies are available on our school website (or on request).

## **2. Application timetable**

A child is deemed to be of nursery-age (for funded hours) from the beginning of the term following their third birthday. Parents of children who have a confirmed place in nursery from the term following their third birthday may request to start attending from the Monday following their child's third birthday, but this attendance will have to be paid for until the free funding is available in the following term. Such early attendance will also be at the discretion of the Early Years Teacher.

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

Parents/carers may register their interest in a place at any time during the year.

Formal applications for nursery places must be made at least a half term in advance, as follows:

- For places in the Spring Term. By December 1st the preceding year.

- For places in the Summer Term. By March 1st.
- For places in Autumn Term. By July 1st.
- Application forms can be obtained from the main office or downloaded from the school website.

Where places are remaining, later admissions are possible, up to the agreed admissions limit. (12 places for any morning or afternoon session). The Nursery Admissions Policy is issued to all families as part of the registration process. It is also available via our website [www.greathockhamprimary.org](http://www.greathockhamprimary.org) > Key Information > Policies.

Places offered are available to the child from the date the place is offered, until 31<sup>st</sup> August following their fourth birthday. 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 funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

The offer or acceptance of a place in the Nursery has no bearing on whether a child will be offered a place in the School Reception Year. This process is managed by Norfolk County Council School Admissions Team at [www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk) or tel. 0344 800 8020.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

### **3. Over-subscription**

The governing body may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be appropriately met by the school.

The oversubscription criteria are as follows:

For 2024/2025 and beyond the following criteria will apply.

- Children living in the catchment area for the nursery school, who have their third birthday before 1 September in the year of admission.
- Children not living in the catchment area who have had their third birthday before 1 September in the year of admission.

Where there is a tie-break scenario within the criteria, priority will be given firstly to a child within the catchment area who has a sibling attending the school, then by date of birth of children within the catchment area, with the older child given priority. Then by geographical proximity, as the crow flies from the school to the child's home.

### **4. Reserve list**

In circumstances where more applications are received than places are available, and where the over-subscription priority criteria has been applied, children who are not offered places

will be added to a reserve list in order of the criteria and not by date of application.

If a place becomes available, the nursery will contact the parents/carers of the child at the top of the list.

The reserve list is not a waiting list, if a request is made by a parent/carer whose child has higher priority according to the admissions criteria, other children are moved down the list.

## **5. SEND and Inclusion**

GHP&N aim to follow the requirements of the EYFS (2017) and provide an inclusive environment for all children and their families. We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND.

This means we will:

- Follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice
- Monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review
- Provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary
- Utilise the SEN inclusion fund and Disability Access Fund to deliver effective support
- Publish our contribution to the "SEN Local Offer" in Norfolk. This is available on our school website > Key Information > SEND to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

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 will be in partnership with families and consent will be sought prior to submitting a claim/application.

## **6. Withdrawing offers**

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn, these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents/carers not responding to an offer within two weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings.

## **7. Withdrawal of child**

If a parent wishes to withdraw their child from the Nursery setting after they have had a confirmed place, they must confirm this decision in writing using the Nursery Withdrawal form (see Appendix).

## **8. Refusal of admission**

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

The statutory criteria governing adult to pupil ratios mean that it is not possible to appeal against the admissions authority's refusal to award a place.

Parents/carers may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

## **9. Absence due to sickness**

If a child experiences long-term sickness (of less than a half-term) the nursery keeps the place open.

If the sickness continues but the parents/carers and nursery intend for the child to return, then Early Years Education Funding is claimed.

If a child has vomiting or diarrhoea a compulsory 48 hours absence is required from the time of the last incident of D/V.

## **10. Transition arrangements**

Parents/carers are invited to visit the school prior to the transition to nursery.

The child will be offered some settling in sessions prior to starting and the parent will have the opportunity to meet with the class teacher to discuss their child to ensure the transition is as smooth as possible. Where an entitlement is split across different providers, we will discuss this with families and agree how a child's overall care will work in practice and, where possible, when families transfer their funding claim to a new setting.

A Welcome Booklet displaying aspects of the school is used to prepare children for their transition.

Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

## 11. Hours

All 3 to 4-year-old nursery children are eligible for 15 funded hours per week. A Claim Form will be supplied to parents in advance of each term by the nursery setting. Some children are entitled to 30 funded hours per week, which parents must apply for via [Apply for 30 hours free childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-30-hours-free-childcare) and a reference number must be obtained in advance. Additional hours can be purchased, including the lunch hour.

Nursery hours:

Morning: 8.45 – 11.45 Lunchtime: 11.45 – 13.00 Afternoon: 13.00-15.15

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

- Mon – 8:45 to 15:15
- Tues – 8:45 to 15:15
- Weds – 8:45 to 15:15
- Thurs – 8:45 to 15:15
- Fri – 8:45 to 15:15

Application for hours must be submitted to the office using the school Nursery Hours Application Form. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

Adjustment of hours must be applied for using the school's Nursery Hours Adjustment Form. Hours may only be adjusted with half a term's notice under the following condition.

Payment of additional nursery fees. Any hours above and beyond the funded amount must be paid for. Payment must be made by the half term point of any term. If you are unable to pay our charges, please speak with our Headteacher to discuss the alternative options available. Debts accrued will be dealt with under the School's Bad Debt Policy. No additional hours or alteration of hours will be possible until all invoices are paid in full.

The Nursery Admission Policy and Charging & Refund Policy are issued to all families as part of the registration process. They are also available on our website > Key Information.

Our Complaints Policy is also issued to all families as part of the registration process but is also available on our website > Key Information.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Headteacher.

## 12. Policy review

This policy is reviewed annually by the Headteacher.

The scheduled review date for this policy is March 2025.

## Appendices:

- School Nursery Application Form
- School Nursery Hours Adjustment Form
- School Nursery Withdrawal Form

### Appendix A

#### Great Hockham Primary School & Nursery Application Form for Nursery Placement

Please complete the form below in full and return it to the school office **as soon as possible** and by 1<sup>st</sup> July at the latest for September intake, by 1<sup>st</sup> December for Spring Term intake and by 1<sup>st</sup> March for Summer Term intake.

Child's Name	
Child's Date of Birth	
Male/Female	
Home Address of Child	
Parent Name BLOCK CAPITALS please	
Parent Tel/Mob number	
Email Address	
Parent Name BLOCK CAPITALS please	
Parent Tel/Mob number (if different from above)	
Email Address	
Current Nursery Provider (where applicable)	
Date you wish your child to start attending	
Days (Monday to Friday) you wish your child to attend initially	

Please note, you will be contacted in writing to inform you whether your child has a Nursery place and you will be asked to accept that place and confirm the hours you wish your child to attend.

**Appendix B**

**Great Hockham Primary School & Nursery**  
**Application Form for Nursery Hours Adjustment**

Requests to increase hours after a child starts to attend nursery will be at the school's discretion (and dependent on availability). Priority will be given to pupils in the older nursery cohort (N2) who have their fourth birthday before 31<sup>st</sup> August of the current academic year.

I wish to amend the Nursery hours for my child .....(Name)			
from the start of next half term and request the hours shown below.			
Signed.....(Parent)			
<b>N.B. Please include ALL hours you wish your child to attend.</b>			
	am	Lunch	pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

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## **Appendix C**

### **Great Hockham Primary School & Nursery** **Withdrawal from Nursery Form**

This is to confirm that I intend to withdraw my child

..... (name),

date of birth .....

from the Nursery setting at Great Hockham Primary School and Nursery

from.....(insert date).

Signed.....(Parent)

Parent Name (in BLOCK CAPITALS) .....

Date.....