

## Our Nursery Admissions Information

[EYFS: 3.35 – 3.49, 3.61, 3.66]

At Glebeland Primary School and Nursery we care for 5 children per session between the ages of 3 years and 4 years and 5 children per session for those children aged 2 years.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

The nursery will use the following admission criteria which is applied in the following order of priority:

- All children with an Education, Health and Care (EHCP) plan
- Looked After Children (LAC), Previously Looked After Children (PLAC) and Internationally Previously Looked After Children (IPLAC). Known as Child in Care (CiC).
- All children who live within the designated catchment area
- Staff Children In accordance with the new admissions code and concordant government legislation, the children of staff members employed for 2 years or more, or who have been employed to fill a skill shortage will also form part of the priority admission group, at the setting that the staff member is employed
- Sibling of a pupil on roll at the school.
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

We aim to identify all children that may attract any additional funding such as EYPP, DAF and SEND inclusion funding with a view to submit an application to support and improve their outcomes. Our SEND offer can be found on the website and further information in our SEND policy. The Nursery follows the EYFS, Equalities act and SEND code of practice.

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 the Norfolk Community Directory and x 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.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc. Parents claiming funded entitlement will be required to provide their eligibility code, national insurance number, their date of birth. Documentation evidencing the child's date of birth for funding to be authorised and allocated by the local authority.

#### **Providers eligible to provide government funded places for early education**

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two to five year olds for early learning sessions specified by the local authority. We currently provide funded places available for children subject to availability. Funding hours can be utilised between the hours of 8:30am and 3.15pm. Please note for admissions for the free nursery education we admit children from the term after they turn 2 years old as long as the 2 year old funding is in place.

Further information can be found on our website including:

- Norfolk funding guidance booklet
- Nursery sessions and fee structure
- Nursery terms and conditions