

Our Nursery Admissions Information

[EYFS: 3.35 – 3.49, 3.61, 3.66]

At Glebeland Primary School and Nursery we care for 10 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.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

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 through our website (www.glebelandprimaryschool.org.uk) 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.

We will work in partnership with parents, carers, the local authority and other organisations to improve provision and outcomes for children in the 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.

We will also work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers and where possible when families transfer their funding claim to a new setting.

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.

The Admission and Charging Policies are issued to all families as part of the registration process. They are also available through our website (www.glebelandprimaryschool.org.uk) or by contacting the school office.

If you are unable to pay our charges, speak with the school office to discuss the alternative options available.

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 must be provided for funding to be authorised and allocated by the local authority.

Providers eligible to provide government funded places for early education

Early Education is offered within the national parameters -

No session is longer than 10 hours

No minimum session length

Not before 6.00am or after 8.00pm

A maximum of two sites in a single day

Early Education is offered to families at Glebeland Primary School and Nursery for 38 weeks of the year.

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 will work with parents to ensure that as far as possible the hours / sessions that can be taken as funded provision are convenient for parent's working hours.

We currently provide funded places available for children subject to availability.

Funded hours can be claimed as follows:

Monday – max hours = 6 hours (08:30 to 15:15)

Tuesday – max hours = 6 hours (08:30 to 15:15)

Wednesday – max hours = 6 hours (08:30 to 15:15)

Thursday – max hours = 6 hours (08:30 to 15:15)

Friday – max hours = 6 hours (08:30 to 15:15)

Funding cannot be claimed during our lunch period, but if attending for the whole day, this period is provided for free.

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.

Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement.

Further information can be found on our website including:

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