

Nursery Admissions Policy



2024

Implementation date: January 2020

Review date: September 2025

The Admission and Charging Policies are issued to all families as part of the registration process. They are also available on the school website.

All 3 and 4 year olds become eligible for Early Education Funding from the start of the term following their third birthday.

Birthday	Free early education from beginning of
1st September to 31st December	Spring Term (after Christmas holiday)
1st January to 31st March	Summer Term (after Easter holiday)
1st April to 31st August	Autumn Term (after Summer holiday)

Attendance in our nursery class does not guarantee a place in the Reception class of our school.

Wherever possible, we will try to give your child a place at our nursery. Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available.

If this is the case, we will let you know and we can have a discussion about what we can offer.

If there are no places available, we will add your child's name to our waiting list.

Sometimes there are fewer places than the number of children wanting them. If this happens, we use the oversubscription criteria (see below) to help us decide who will be offered places.

In the event that the Nursery is oversubscribed, pupils will be offered places in the following order:

1. Children aged three or four years' old who have an Education, Health and Care plan which names this school nursery will be offered a place.
2. Looked after Children (Children in Care) and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangement order or special guardianship order, immediately following having been looked after).
3. Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified.
4. Children who are ordinarily resident in the catchment area by date of birth order.
5. Children with a sibling currently at the school. Sibling is defined in these arrangements 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.
6. Children with a parent that works at the school (who has been employed for at least 2 years at the time of application)
7. Children who are ordinarily resident outside the catchment area by date of birth order.

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.

Other Information Regarding Admissions

- Fully completed Admission Forms are required for each child entering the School. The information on the forms is essential to the interest of each child's welfare at all times, particularly in the case of emergency.
- 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 may be requested again later by the Local Authority for audit or fraud investigation purposes.
- In the event of non-admission, the Chair of Governors will provide a reason for the decision.
- The school reserves the right to withdraw a place if incorrect information has been given that gave the child a place at the school in the initial allocation e.g. the address supplied for the child was not their home address. The school reserves the right to ask for proof of the criteria for admission, including home address.
- The school runs morning sessions from 8:50 - 11:50am daily or full days from 8:50am - 3:15pm. In accepting a place, it is expected that children will attend all sessions signed up for each week.
- There will be a ratio of one adult to 13 children with a minimum of two adults, one of whom will be a fully qualified teacher.
- If the September intake is full, unsuccessful applicants will be placed on a waiting list. No further applications will be accepted if there are no places.
- Parents who have expressed an interest for January or Easter intake will be informed if the Nursery is full in the September of that academic year in order to allow them to make alternative arrangements for their child. Those who will still be eligible for Nursery admission in the following September will then be invited to apply again for that intake.
- 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.

Waiting lists:

Any appeals or queries regarding this process should be put in writing to the Chair of Governors at Bunwell Primary School, The Turnpike, Bunwell, Norfolk, NR16 1SN.

Applications can be made at any time from 2 years old. 'A consideration list' will be kept by the school of names, addresses, date of birth, telephone number and date registered of children who are interested.

The consideration list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.

Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year and are encouraged to use every session Bunwell Primary School offers.

Starting at School

To ensure a smooth transition for the child, we will 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.

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.

If a child is absent for a period of three weeks and no mitigating circumstances, such as illness certified by a doctor, have been offered, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

If attendance and punctuality is poor or erratic, the class teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated in the child's folder. If attendance and punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Headteacher or Parent Support Advisor. If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

Supporting Children with SEND

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements include a clear approach to identifying and responding to SEND. More details are available in our SEN Information Report and SEND Policy, both of which are available on our website.

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 our website 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.

Approved by governors - November 2019