

Emneth Nursery School and Daycare



Admissions Policy

Emneth Nursery School offers the following places;

- 9 spaces in our Earlies room all year round
- 16 spaces for 2-3 year olds
- Minimum of 8 spaces for extended school provision (3-4 year olds)
- 30 hours of free entitlement spread all year round (3-4 year olds)
- 50 spaces for 3-5 year olds per session (i.e morning or afternoon)

In accordance with the Governing Body and with Ofsted approval numbers of spaces can be subject to change

Admission to Nursery is based in each child's date of birth and places allocated to ensure we maintain our strict adult to child ratios as required in the Statutory Framework for EYFS.

These are;

- 1 adult per 3 babies
- 1 adult per 4/5 two to three year olds
- 1 adult per 13 three and four year olds; 1:8 in the absence of a Teacher.

Initial contact with parents is recorded by the administration team who will liaise with the Headteacher regarding spaces and sessions requested. Parents of all children will be invited to look around the Nursery first and then the registration form will be fully completed and these are held on record.

We have three intakes a year, Autumn, Spring and Summer and spaces are allocated according to the spaces we have. Where possible we endeavor to meet parent's requests for specific days or morning and afternoon spaces but this will be determined by the places we have at that time.

Then the room leaders, in conjunction with the Admin Assistant, keeps records of children's start dates and confirmed sessions and starts the settling in process nearer the child's official start date, working closely to communicate with parents and or carers. A letter detailing the child's sessions is sent the term before the child's entry.

Where parents are due back at work, particularly after a spell of Maternity Leave we will do our best to ensure that settle visits and start dates reflect this:

- Under 2's receive 4 settle visits

- 2-4 year olds receive 3 settle visits

We start with shorter visits to familiarise the children with the Nursery and to help them build a relationship with the Key Person. Settle visits can be shortened and extended in the best interest of the child in consultation between the parent and Key Person.

We have an integrated space for our children aged 0-2 years. There is a separate space (Orchards) for our children aged 3-4. Two year olds already in the Nursery will automatically be transferred in our school room unless in exceptional circumstances where space isn't available. They will be placed in Orchards the term after they turn three, however there may be some cases where a child may be moved through early or may remain in that room for a little longer, but this is always discussed with parents. The Day-Care Manager and named administrative assistant will forecast and ensure that our staff ratios are maintained and children are well prepared for this transition. Transition visits will be planned and start during the term prior to the child moving through. Parents are required to sign up to a minimum of 3 sessions across the week. In the event that exact spaces are not available parents will be offered alternative days where appropriate.

As part of our 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 will not be retained, but may be requested again at a later date.

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

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

Funding

From April 2024 the government introduced supplementary funding for children aged from 9 months to 4 years. From April 2024 all eligible working parents of two-year-olds will be able to access funding for 15 hours per week of education and care for 38 weeks of the year and we do allow parents to spread it across the year. From September 2024, all eligible working parents of children aged nine months up to three-years-old will be able to access funding for 15 hours per week of education and care. This will increase to 30 hours from September 2025. Three and 4 year olds are already able to access 30 hours. Parents must provide us with the eligibility code termly, and must be renewed every three months, which you can get from the childcare choices website. (<https://www.childcarechoices.gov.uk/>). Failure to do this will result in either you having to pay or we will have to remove your child's place.

If parents are not eligible for this funding then some 2 year olds will be able to access means tested funding of 15 hours term time only, which is allocated the term after their second

birthday. 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.

Children with funding will generally be expected to start at the beginning of the term in which they are eligible for the funding as a late start in the term may prevent us from claiming funding.

All funding options can only be used between the hours of 8.30am-11.30am and 12.30pm-3.30pm. Breakfast, lunch and tea is paid provision. Children that are term time only will get 6 hours funding for a full day and 3 hours funding for a half day. If parents are spreading the funding all year round then you will get less funding per day which should be discussed with the School Business Manager.

If parents are not entitled to any funding before their child is 3 then we also offer fee paying sessions and parents are required to take a minimum of 3 sessions.

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.

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.

All year round spaces

We provide all year round care for 48 weeks of the year.

Monday – 8am-5pm

Tuesday – 8am-5pm

Wednesday – 8am-4pm

Thursday – 8am-5pm

Friday – 8am-5pm

Sessions available

8am-12.30pm

12.30pm-5pm (until 4pm on a Wednesday)

8am-5pm (until 4pm on a Wednesday)

Parents can choose a combination of sessions including half days and full days.

Term time only spaces

Monday – 8.30am-3.30pm

Tuesday – 8.30am-3.30pm

Wednesday – 8.30am-3.30pm

Thursday – 8.30am-3.30pm

Friday – 8.30am-3.30pm

Sessions available

8.30am-11.30am

12.30am-3.30pm

8.30am-3.30pm

Parents that are entitled to the supplementary funding or those that pay in full will be able to choose a combination of sessions including half and full days. Parents that are eligible for means tested 2 year old funding or universal 3 year old funding will be offered either 5 mornings or 5 afternoons (exceptional circumstances will be assessed individually).

We strongly advise parents to take their full funding entitlement at the start if there is availability as it may not be possible to increase sessions later on.

You may be able to add a breakfast and a tea session to your child's basic hours if there is availability but the all year round children get priority.

There may also be the possibility to add lunch club if there are spaces but these will be booked on a term by term basis and the availability will almost definitely change each term.

Waiting lists

Once spaces are full we will create a waiting list for places. Priority is given to families already on roll within the school and we also take into account whether we already have a sibling in the nursery and the child's date of birth.

Our Admission and Charging Policies are issued to all families as part of the registration process. They are also available via our webpage www.emneth-nur.norfolk.sch.uk

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.

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.

Policy Written By: Sarah Fairbrother/Claire Hooker

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Approved by Governors: