

# Emneth Nursery School and Daycare



## Admissions Policy

At Emneth Nursery School and Daycare we provide care for children from 3 months to 4 years old.

We provide all year-round care for 48 weeks of the year in addition to term time only care. Details of whole nursery closures in the summer and over the Christmas period can be found on our website.

Emneth Nursery School and Daycare offers the following places;

- 9 spaces in our daycare room (Pippins) all year round (0-2 year olds)
- 16 spaces in our daycare room for 2-3 year olds with a mix of all year round and term time only spaces
- 100 spaces for 3-4 year olds (50 per session) term time only
- 8 spaces for extended nursery school provision (3-4 year olds)

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

Admission to nursery is based on each child's date of birth and the number of places available. We must maintain our strict adult to child ratios as required in the Early Years Foundation Stage (EYFS) Statutory Framework which 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.

Early Education at Emneth Nursery and Daycare 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

### Admissions process

Initial contact from parents or carers 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 held on record. Parents/carers will be contacted within 7 days of submitting the registration form to be told whether the space they have requested is available (this may take longer during school holidays). Parents/carers are advised to monitor their phones and emails for communication from the nursery. The administration team will try to contact the parent/carer via telephone, if there is no answer they will leave a message and send an email. Parents/carers will have 7 days to contact the nursery to confirm if they want the space, if no contact is made within this timeframe, then the space will no longer be held.

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. Parents/carers who request an all year-round space are required to pay a £75 retainer fee to secure their child's space. This is deducted off the first invoice if their child attends.

We have three intakes a year; Autumn, Spring and Summer and places are allocated according to the spaces we have. Where possible we endeavor to meet parent's requests for specific days or morning and afternoon sessions but this will be determined by our availability. Parents are required to sign up to a minimum of 3 sessions across the week. If the exact spaces requested are not available parents will be offered alternative days where appropriate. When we look to book a child in, we must ensure we have the space to move them through the whole of the nursery on their chosen hours and still be able to keep within our spaces/ratios. If we cannot move them through at the correct times e.g. two year old and three year old numbers then we are unable to offer a space.

We operate an Equal Opportunities 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.

#### Settle visits/transition to school room

Room leaders, in conjunction with the administration team, keep a record of each child's start date and confirmed sessions. They work closely with parents/carers to start the settling in process near to the child's official start date. A letter confirming the child's sessions, including the proposed dates for their settle visits is sent to the parents/carers the term before they are due to start. Under 2's receive 4 settle visits and 2-4 year olds receive 3 settle visits. 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 work for both the family and the nursery.

The settling in process starts with shorter visits to familiarise the children with the nursery and to help them build a relationship with their key person. Settle visits can be shortened and extended in the best interest of the child in consultation between the parent/carer and key person.

We have an integrated space for our children aged 0-2 years and there is a separate school room (Orchards) for our children aged 3-4. Two year olds already in the nursery will automatically be transferred into our school room unless in exceptional circumstances where space isn't available. They will be placed into the school room the term after they turn three, however there may be some cases where a child may be moved through earlier or later, but this is always discussed with parents/carers. The daycare manager and administrative team will forecast and ensure that our staff ratios are maintained, and children are well prepared for this transition. Transition visits for the children will begin during the term before they move through.

#### Special Educational Needs and Disabilities (SEND)

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 be entitled to 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 September 2024, all eligible working parents of children aged nine months up to three-years-old have access to 15 hours of funding per week for 38 weeks of the year. This will increase to 30 hours from September 2025. Three and four year olds are already able to access 30 hours of funding for 38 weeks of the year. For year-round attendees, we offer the option to stretch the funding and will calculate the number of funded hours available each week to accommodate this extended schedule.

Parents/carers must provide us with their child's eligibility code once they are entitled to funding and must renew their code online every three months. This can be done via the Childcare Choices website (<https://www.childcarechoices.gov.uk/>). Failure to do this will result in either parents/carers having to pay for their child's hours themselves or their child's place being removed.

If parents/carers 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 year round

For children who are all year round (i.e not term time only), funding can be applied between the hours of 8am-5pm. You will remain responsible for covering the cost of meals (breakfast, lunch, tea), except snacks. We will offer the option to stretch your funding across the whole year. The funding covers 38 weeks per year, and we will calculate the appropriate number of hours per week to allow for this extended distribution.

## Term time

For children who attend term time only, you will be able to take up to 15/30 hours of funding between the hours 8.30am-3.30pm. You will no longer be charged for the lunch hour, but any additional hours e.g. before 8.30am or after 3.30pm will still be chargeable. Meals such as breakfast, lunch and tea will remain chargeable as they are now.

*\*For further information see the charging policy.*

If parents/carers are not entitled to any funding before their child is 3 then we also offer fee paying sessions and parents/carers are required to take a minimum of 3 sessions a week. Details of prices can be found in the charging section of our Finance Policy.

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

Where an entitlement is split across different providers, or a child is transferring to a new setting we will work closely with families to ensure a smooth transition for the child.

## Sessions available

Emneth Nursery School and Daycare is open Monday, Tuesday, Thursday and Friday 8am to 5pm and Wednesdays 8am to 4pm.

Sessions available for all year-round children:

- 8am-12.30pm
- 12.30pm-5pm (until 4pm on a Wednesday)
- 8am-5pm (until 4pm on a Wednesday)

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

Term time only spaces are Monday to Friday 8.30am – 3.30pm. With the following sessions available:

- 8.30am-11.30am
- 12.30am-3.30pm
- 8.30am-3.30pm

We do have a limited number of breakfast spaces for 3 year olds.

Parents/carers 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/carers 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/carers to take their full funding entitlement when their child starts if there is availability, as it may not be possible to increase sessions later.

Parents/carers may be able to add breakfast and/or tea sessions to their child's basic hours if there is availability, however all year-round children get priority for these spaces.

It may also be possible to add lunch club if there are spaces. These are booked on a term-by-term basis as availability can change each term.

## Waiting lists

When all the nursery spaces are full, we create a waiting list for places. This is reviewed each term and all families on the list are contacted to see if they would like to remain on the waiting list. The administration team will try to contact families via telephone and email. If they are unable to make contact with a family for two consecutive terms then they will assume the space is no longer required and remove the child from the waiting list.

When a space becomes available within the nursery we refer to the waiting list, taking into consideration the child's date of birth and when the space is required. The decision of who is allocated the space is at the Head Teachers discretion, with priority given to:

- Looked after children
- A vulnerable child e.g. a child who is under child protection or early help or for any other reasons that the nursery may deem them to be vulnerable
- A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be met by the nursery
- Children who already have a sibling at the nursery

The administration team will contact the family by telephone to offer them the available space. If they are unable to get hold of them by telephone they will leave a message and send an email. Families are encouraged to monitor their phone and emails (including junk emails) regularly to ensure they do not miss any communication from the nursery. If the family does not make contact with the nursery to accept the space within 7 days the space will be offered to the next child on the waiting list.

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](http://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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