St. Nicholas Priory CEVA Primary School and Nursery

'I did not come to be served but to serve.' Matthew 20.28

Nursery Admissions Policy

St. Nicholas Priory CEVA Primary School and Nursery follows the Norfolk County Council admissions process so all requests for school places (Reception to year 6) need to go through Norfolk admissions. The details of their policy can be found in the booklet: A parent's Guide to Primary, Infant and First Schools in Norfolk, which is published annually and is available online. Further information about admissions can be obtained from the Local Authority Admissions department:

https://www.schools.norfolk.gov.uk/school-administration/school-admissions

Admissions Room 7

County Hall

Martineau Lane Norwich

NR1 2DH

Telephone: 0344 800 8020

Fax: 01603 223722

Email: admissions@norfolk.gov.uk

Nursery Admissions

The Nursery and the main school have separate admissions arrangements.

Therefore, a child having a place at our Nursery does not automatically mean they will be admitted into our school. Each place will need to be applied for following the correct admission procedure. Information on this can be obtained from the school office.

The school is responsible for admissions to our Nursery from a child's 3rd birthday (rising 3's). We are able to take children from the day after their 3rd birthday if spaces are available. If you would like to put your name down on our waiting list please complete the application form available from the school office. The school will contact parents, guardians and carers when a place becomes available if their child is on our waiting list.

As part of the registration process parents, guardians or carers will be required to provide original documentation to evidence their child's date of birth. This is to confirm that they have reached the eligible age for the free entitlement. A copy will not be retained but may be requested again at a later date by the Local Authority for audit or fraud investigation purposes. Examples of acceptable documentation are birth certificates or passports.

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

The school has a published admission limit of 36 places per year in our Nursery. These are made up of 10 places for the morning, 10 places for the afternoon and 16 full time places.

Home visits will be conducted prior to your child starting at Nursery. This will enable us to get to know your child and family, this will also be an opportunity to ask questions and share information prior to your child starting nursery.

We will also offer some settling-in sessions for your child, these will include a stay and play session for you and your child.

We recommend that all places are 5 days per week, Monday - Friday. This ratio of part time and full time places can change according to the need. Nursery hours are 8:40-11:40 (morning), 12:15 – 15:15 (afternoon) and 8:40-3:15 (full time + lunch). Our nursery runs during term time only (38 weeks).

It is therefore closed at weekends, during school holidays, bank holidays and teacher training days.

The Nursery may be required to close during term times but only exceptional circumstances beyond our control, such as extreme weather etc. We will give as much notice as possible.

Funding is available as follows:

Early Learning for 2 year olds (rising 3's)	
Turns 3 years on or between	15 hours from:
1 Sept and 31 Dec	Child's 3rd birthday
1 Jan and 31 Mar	Child's 3rd birthday
1 Apr and 31 Aug	Child's 3rd birthday

15 hours funded childcare (3 and 4-year-old)	
Turns 3 or 4 years on or between	15 Hours From:
1 Apr and 31 Aug	1 Sept 2026
1 Sept and 31 Dec	1 Jan 2027
1 Jan and 31 Mar	1 April 2027

30 hours funded childcare		
Turns 3 or 4	HMRC Code Obtained	30 hours from
1 Apr and 31 Aug	Before 1 Sept 2026	1 Sept 2026
	On or after 1 Sept 2026	1 Jan 2026
1 Sept and 31 Dec	Before 1 Jan 2027	1 Jan 2027
	On or after 1 Jan 2027	1 Apr 2027
1 Jan and 31 Mar	Before 1 Apr 2027	1 Apr 2027
	On or after 1 Apr 2027	1 Sept 2027

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.

In addition we will 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.

The Local Authority criteria states that where a maintained nursery is oversubscribed the following criteria are applied and places allocated to:

1. children with an Education, Health and Care Plan naming the nursery
2. children in public care who are due to access there, rising 3's or three and four year old funding
3. children who have a parent working in the school
4. children who are due to access rising 3's/three- and four-year-old funding who are living the in area served by the school and nursery and who have a brother or sister attending the school.
5. children who are due to access rising 3's /three- and four-year-old funding who are living in the area served by the school and nursery.
6. children who are due to access rising 3's/three- and four-year-old funding who are living outside the area served by the school and nursery and who have a brother or sister attending the school.
7. children who are due to access rising 3's/three- and four-year-old funding living outside the area served by the school and nursery.

If all children cannot be offered a place using the above criteria, the highest priority in each category will be given to the children living nearest the nursery. The distance will be measured on a straight line 'crow fly' basis, using ordnance survey data. The address will be measured from the post office address point on the property.

We will maintain a waiting list and should a place become available we will aim to fill the place using the above criteria.

You are able to register interest in future years places at any time in the schools main office.

Places will be confirmed via email or letter as soon as possible after application and eligibility checks are completed.

We will support parents to complete eligibility checks in order to obtain HMRC codes, please speak to the office for details.

Sessions:

Monday - Friday	Morning Session 8:40-11:40 (15 hours per week)	Afternoon Session 12:15 – 15:15 (15 hours per week)	Full Time 8:40 – 15:15 (30 hours nursery provision plus lunch) Please ensure that you are eligible to claim the full 30 hours funded entitlement when applying for a full time place.

NB: Funding cannot be claimed during the lunch period.

NB: Due to limiting budgetary restrictions, we will only consider applications from parents/carers making use of the full 15/30 hours available.

If you are unable to pay our charges, please speak with Mrs Grimmer (Head Teacher), to discuss alternative options available.

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

The charging policy will outline charges relating to nursery places, such as lunch and consumables.

We will work in partnership with parents, carers, childcare providers, the local authority and other organisation to improve provision and outcomes for children in their setting. Where required we will seek parents/carer consent to collect, share and use information in accordance with the Data Protection Act and General Data Protection Regulations.

We are required to have inclusion 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, please refer to our schools SEND Policy.

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.

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.

Next review date: July 2027