



**NURSERY ADMISSIONS POLICY 2022  
LIONWOOD INFANT AND NURSERY SCHOOL**

Signed: *J. Hansell* on behalf of Trustees

**Date: 11.3.2022**

# **LIONWOOD INFANT AND NURSERY SCHOOL**

## **Nursery Admissions Policy**

### **1. Statement of intent**

Lionwood Infant and Nursery School includes a nursery setting for 3 and 4 year olds. Our aim is to provide a high-quality nursery experience for children that is geared towards a smooth transition into the next phase of education.

The Inclusive Schools Trust is the admission authority and the Executive Headteacher is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the school.

This policy has due regard to legislation and guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The General Data Protection Regulation
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2018) 'Early years entitlements: operational guide'

### **2. Nursery arrangements**

#### **2.1 Nursery Session Times**

Morning: 8:45am-11:45am

\*Lunch: 11:30am-12:15pm

Afternoon: 12:15pm-3:15pm

\* Charges apply.

Nursery runs for 38 weeks per year, Monday - Friday, during term time. Each session is 3 hours.

#### **2.2 Nursery spaces**

Nursery has provision for up to 26 children during morning sessions and 26 in the afternoon. Nursery Lunch has provision for 26 children. Nursery lunch is not part of the free entitlement and parents will need to purchase this extra provision. See section 2.4 for payment information.

#### **2.3 Nursery Provision**

All 3 and 4 year old children are entitled to 15 hours a week of funding to access an Early Years provision for 38 weeks a year. Funding is available from the term following a child's third birthday. In order for us to claim your child's 15-hour funding at the Nursery, parents/carers are required to complete a parent/carer claim form once per term. This will be organised by the school Finance Officer.

At Lionwood Infant and Nursery School, we offer the option of **either** 5 morning sessions Monday to Friday **or** 5 afternoon sessions Monday to Friday, which covers the entitlement of 15 hours.

Subject to both morning and afternoon sessions being available, we may be able to offer 30 hours a week, where children can attend both morning and afternoon sessions. 30-hour funding is available to those parents who meet the criteria. Please see <https://www.childcarechoices.gov.uk/> for further information.

For those who require more than their free entitlement of 15 hours a week and do not meet the criteria for 30 hour funding, the additional sessions can be bought – please see charges below.

## **2.4 Payment**

Additional sessions can be bought at a cost of £11.00 per session (8.45am - 11.45am and 12.15pm - 3.15pm). If your child is staying all day (morning and afternoon session), you will need to provide your child with a packed lunch and there will be an additional charge of £2 per day to cover the cost of staffing. **This lunch time charge applies to both funded and non-funded places.**

We do not charge top up fees to cover the difference between our fee and the funding we receive from the local authority for the funded places.

## **How to Pay for 15+ Hours**

For non-funded additional sessions, we require half-termly payment in advance. This allows us to secure the correct staffing ratios. An invoice will be issued before the start of each half-term giving parents time to make the required payment for their child to be able to attend. Payment can be made by cash, cheque or online banking. We do not currently accept childcare vouchers. If you require additional hours at short notice or as a one off, please ask the school office if there are available spaces and we will try and accommodate this.

Charges will still be applicable for children who are absent due to sickness or holidays. This is due to having to cover the costs related to staffing, premises etc. If payment is not made before the due date, a reminder will be sent. The child will be unable to attend additional sessions if payment is not received following the reminder and the place will be withdrawn.

## **2.5 Notice Period**

If you no longer require a place at Lionwood Infant and Nursery School we require a four week notice period in writing. This notice period will begin from when we receive your notice in writing. Verbal notice is not acceptable.

## **2.6 Setting Closures**

Lionwood Infant and Nursery School runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and teacher training days. The Nursery may be required to close during term time but only in exceptional circumstances beyond our control such as extreme weather, unavoidable staff sickness, damage to premises, industrial action, etc. We will give as much notice of these situations as possible.

### **3. Application process and admissions**

#### **3.1: Waiting List**

Parents may register their interest in a place at the nursery at any time following their child's birth, by contacting the school office and completing an application form. The child's birth certificate will be required as proof of their date of birth. These children will be entered on a waiting list to be considered for a place when they reach the appropriate age. Placing a child's name on the waiting list does not guarantee that a place will become available for the child. The date on which a child was added to the waiting list will **not** be taken into consideration when places are offered.

The aim is to promote fairness, understanding and transparency of the Nursery admissions process in line with the Equality Information and Objectives Policy available on the Trust website. All individual applications are considered and any reasonable steps will be taken as required by the Special Educational Needs and Disability Discrimination Act 2001 to allow access to the Nursery for all children, parents/carers and staff. For more information about equal opportunities see our full policy on the school website.

#### **Waiting List and Admissions Procedure**

When a prospective parent/carer contacts the school, staff will:

- Provide parent/carer with a nursery application form.
- Inform the parent that the intake of new children takes place after the child has turned 3 in either September, January or April. There is a waiting list for vacancies that arise within the Nursery that runs throughout the school year.
- Inform the parent of the relevant start date for their child and offer of a place is subject to spaces available.
- Explain that the application details will be added to the relevant list and that the school office will contact the parent/carer when a place becomes available (short term) or with the offer of a place for September sessions during the summer term.
- Refer the parent to the school website for more information.

#### **3.2 Offering places**

The main point of entry to the nursery will be in September each year. Places for the September entry will be offered during the preceding summer term to children who will be three by 31<sup>st</sup> August of that year. If there are more children on the waiting list than places available, priority will be given by the Trust in line with the oversubscription criteria – see section 3.3.

Places will be offered by contacting parents by letter or telephone using the contact details provided. If no response is received within 4 weeks of making the offer, the place may be offered to another child on the waiting list.

Upon allocation and acceptance of a nursery place, the school will send parents/carers admission forms and paperwork to complete. These documents must be received before the child can start their sessions, along with the child's FULL birth certificate (we will need to see original - a photocopy will be taken and placed on child's file).

If places are available for entry in the Spring or Summer terms, these will be offered to children on the waiting list who have reached the eligible age:

- Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's third birthday
- Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's third birthday
- Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday

If there are more children on the waiting list than places available, priority will be given in line with the Oversubscription Criteria.

### **3.3 Oversubscription criteria**

If there are more applications than places available, the following criteria will be applied to decide which children are offered a place:

1. Children with an EHCP naming Lionwood Infant and Nursery School
2. Children in public care or have been adopted
3. Children who are living in the area served by the School and Nursery and who have a brother or sister attending the Infant School
4. Children who are living in the area served by the School and Nursery and who have a brother or sister attending Lionwood Junior School
5. Live within the catchment area
6. Children who live outside the catchment area and who have a brother or sister attending the Infant School
7. Children who live outside the catchment area and who have a brother or sister attending Lionwood Junior School
8. Live outside the catchment area

### **3.4 Withdrawing offers**

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within four weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

### **3.5 Refusal of admission**

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

Parents do not have a statutory right to appeal against the Trust's refusal to award a place to their child.

Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

## **4. Admission to Reception**

Children will need to leave the nursery school before the September immediately preceding their 5<sup>th</sup> birthday.

Children who attend the Nursery **do not** have an automatic place in the Reception classes at Lionwood Infant and Nursery School and should apply through Norfolk County Council central admissions. The application period for reception admissions is normally during the Autumn term following the child's 3<sup>rd</sup> birthday. It is the responsibility of the parents to apply for a school place. If you require support with your application, contact the school office and our Parent Support Worker will arrange to contact you and offer assistance if possible.

See the School Admission Policy for more details.

## **5. Transition Arrangements**

Lionwood Infant and Nursery School aim to ensure a smooth transition between Nurseries, or between Nursery and Reception class, whichever nursery or school the child attends.

Parents are invited to visit the school / nursery prior to the transition.

Nursery children and their parents will be invited to visit the nursery during the summer term before they start in September.

A Nursery Booklet which includes photographs of the staff and the learning environment is used to prepare children for their transition. Information is also available on the school website.

During the summer term, Reception teachers from Lionwood Infant and Nursery School will arrange to visit the children in Nursery and new Reception children will be invited to attend transition visits with their class teacher during the summer term.

During the visit, the Nursery Class Teacher provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs.

Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved.

Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

## **6. Inclusion**

### **6.1 SEND**

Our nursery is committed to providing a welcoming, stimulating and immersive environment to support the needs and develop the learning of the children and families who use our nursery. Every child and family in our nursery is valued and diversity is celebrated. We provide a broad and balanced curriculum which allows each child to achieve, develop and grow.

We offer an inclusive curriculum to ensure the best possible progress for all of our children whatever their needs. This incorporates all children with SEND as well as those with English as an Additional Language and Looked-After Children.

We follow the requirements of the EYFS 2021 and provide an inclusive environment for children and their families. We comply with the requirements of the Equalities Act 2010 and the Special Educational Needs Code of Practice 2015. We advocate multi-agency working and plan to meet individual needs so that all children make progress.

Enquiries about an individual child's progress should be addressed at first to the child's key person. Other enquiries can be addressed to Sam Aldis Nursery Teacher and EYFS lead, the Senior Leadership Team or Lucy Finnie, SENCO.

There are four broad categories of SEND:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Physical and Sensory

We work closely with parents and carers of children with SEND to ensure we take into account everyone's views, aspirations and hopes for their child.

Once a potential special education need is identified, four types of action should be taken to put effective support in place:

- Assess
- Plan
- Do
- Review

This will be known as **graduated support**.

Specialist Services and professionals with additional specialist qualifications may be called upon to provide intensive specific programmes to be followed by all adults coming into active learning situations with the child.

Further information and Lionwood Infant and Nursery School's SEND policy can be accessed on our school website:

<https://lionwoodinfant.co.uk/special-educational-needs-and-disability-policy/>

## **6.2 Early Years Pupil Premium**

We aim to identify all children who are entitled to additional funding such as EYPP (Early Years Pupil Premium), DAF (Disability Access Fund), SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. We aim to inform with parents/carers about how this money is used to support their child.

## **7. Complaints Procedure**

We aim for all nursery users to be happy with the service we provide. However, where parents and carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and Early Education and Childcare Statutory guidance for Local Authorities), a complaint can be submitted in line with the Complaints Procedure which can be accessed on the school website:

<https://lionwoodinfant.co.uk/>

## **8. Data Protection**

All personal data will be held in line with the Trust's GDPR Data Protection Whole School Policy. For more information please visit the Trust website:

<https://www.inclusiveschoolstrust.co.uk/key-documents-and-policies/>

If you would like a paper copy of any school or Trust policies, please contact the school office on 01603 433957.

**Date policy written:** February 2022

**Review Date:** May 2023

### Appendix 1: Version Control Log

Date of Change	Paragraphs Affected	Summary of Update
February 2022		New school policy adopted.



**Nursery Application Form**

Child's Name .....

Date of Birth ..... Male/Female.....

Address: .....

.....

Postcode: .....

Telephone No: Home: ..... Mobile: .....

Email address: .....

Parent(s)/carer(s) name(s):

..... Relationship to child .....

..... Relationship to child .....

Names of any siblings already at Lionwood Infant and Nursery School and/or Lionwood Junior School:

..... Class: .....

..... Class: .....

Please tick to indicate which sessions you would like. Free entitlement is **either** 5 morning **or** 5 afternoon sessions

	Monday	Tuesday	Wednesday	Thursday	Friday
8.45 -11.45					
12.15 -3.15					

I/We understand that a place at the Lionwood Infant and Nursery School nursery setting does not guarantee a place in Lionwood Infant and Nursery School.

Signed ..... Date .....

Parent/Guardian/Carer

**OFFICE USE:**

Date received at school/enquiry made: .....

Term due to start [please highlight]: September / January / April