



Diocese of Norwich
St Benet's
Multi Academy Trust

Flourish and grow with responsibility, respect and resilience

'As I have loved you, so you must love one another.'

John 13:34

Harleston C of E Primary Academy

Nursery Admission Policy

Policy Type:	Academy Policy
Approved By:	Local Governing Body
Date Approved by LGB:	28/11/2019
Review Date:	June 2020
Person Responsible:	Head Teacher

Summary of Changes

The policy has been amended as follows.

Page Ref.	Section	Amendment	Date of Change

General Policy Roles and Accountabilities

The Diocese of Norwich St Benet's Multi Academy Trust is accountable for all policies across its Academies. All policies, whether relating to an individual Academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured, and talents released.

A Scheme of Delegation for each Academy sets out the responsibilities of the Local Governing Body and Head Teacher. The Head Teacher of each Academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

Admission of children to Nursery classes

The Nursery Admission Policy is issued to all families as part of the registration process. It is also available via our website or upon request.

We offer a 52 place Nursery attached to the school. There are 26 places in the morning and 26 places in the afternoon. High quality provision is offered for 3 hours each session.

AIM

Nursery has 3 intakes – September, January and Easter. Children are entitled to start Nursery the term after their third birthday so long as places are available.

Early Education is offered to families term time only (38 weeks of the year). The funded hours can be claimed (to the maximum available) –

Monday to Friday	3 hour morning sessions (9:00 – 12:00) or 3 hour afternoon sessions (12:15 – 15:15)
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Children born between 1st September and the end of February will be offered afternoon sessions and the younger children born between 1st March and 31st August will be offered morning sessions. If numbers exceed 26 places in either session and there are spaces in the opposite session, then these will be allocated accordingly. The Nursery is closed on Teacher Training days. We will work with parents to ensure that as far as possible the sessions that can be taken as free provision are convenient for parents' working hours.

If there are more applications for places than there are places available, the Governors will give preference to children living nearest the school (using “crow fly” distance measurement) according to the following criteria in this order of priority:

1. Children who are in public care who live in an area served by the school.
2. Children with a Statement of Special Educational Needs/Education, Health and Care Plan (EHCP) naming that school.
3. Children who live within the designated area and have a brother or sister attending the school at the time of their admission.
4. Children who live within the designated area and have no brother or sister attending the school at the time of their admission
5. Children who live outside the designated area and have a brother or sister attending the school at the time of their admission.
6. Children living outside the designated area and have no brother or sister attending the school at the time of their admission.

If you would like to apply for a Nursery class place at Harleston C.E.Primary Academy please contact the school office.

It is important that you make sure that the school has received the application for a place for your child by the term before their third birthday. As part of the admission 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 of the document will not be retained, but may be requested again at a later date.

If your child is given a place in the Nursery class, it does not mean that he or she will automatically have an admission place in the Reception Year. You will have to apply separately for a place for your child in the Reception Class, via Norfolk County Council.

A child’s early education sessions may be split between a maximum of two providers in a single day. In order to maximise the use of the Nursery class place, the school may allocate any sessions not attended to another child. If your child attends the Nursery class for five sessions weekly, any sessions at another provider will have to be funded by you the parent or via the 30 hours extended entitlement if eligible. It is not possible for parents to select to pay for Nursery class sessions. If you do not wish your child to attend Nursery class for five sessions weekly, you must tell the office in order that the remaining sessions may be allocated to another child. Age restrictions will not apply in this case.

(This may mean that five sessions may not be available later in that academic year if you wish to increase sessions).

Please note that school transport to and from the Nursery is not available even if your child has a sibling at our school who already uses school transport.

If you choose to delay your child’s admission into Nursery class, we cannot guarantee that a place will be available later in the academic year.

Additional Funding

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.

SEND/Inclusion

We aim to follow the requirements of the EYFS (2017) and provide an inclusive environment for all children and their families. We are required to comply with the requirements of the Equalities Act 2010 and the Special Educational Needs code of practice – 2015.

We will monitor and review the progress and development of all children. However, where a child appears to be behind expected levels of development or where a child's progress gives cause for concern we will adopt a graduated approach with 4 stages of action: Assess, Plan, Do and Review. We will work in partnership with parents and provide information on how we are supporting their child's development and will seek consent to request support from outside agencies where necessary.

We have a responsibility to identify groups of disadvantaged children who attend our setting and will apply for additional funding available locally, if families meet certain criteria. We will use this funding to ensure support is in place to improve children's outcomes.

We will work with the local authority via 'SEN Local Offer' to ensure information is available locally to parents to ensure they are able to make choices about the right childcare provision for their child with SEN.

Safeguarding

As with all aspects of school life and teaching at Harleston Primary, when reviewing this policy we will incorporate our beliefs surrounding Safeguarding and Child Protection. The school is committed to upholding and promoting the health and welfare of all pupils within a safe environment.

Complaints

Our Complaints Policy is available via our website or upon request.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Headteacher or Chair of Governors via the school office).

Monitoring and Review

This policy will be reviewed annually or earlier if necessary.

(See also: Nursery Charging Policy)

Updated: June 2019