

St. George's Primary & Nursery School



Nursery Admission Policy

2018 - 2019

Date Agreed by Governors: 2/10/18

Date of Review: Spring 2019

Admission Policy for St. George's Nursery 2018-19

Our school has a nursery class catering for 52 children over three years of age on a part time basis.

Our Early Education is offered within the National Parameters of:

- 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 6am or after 8pm.
- A maximum of 2 sites in a single day.

Children can join our nursery from the September after their third birthday and attend either five mornings or five afternoons and we can accommodate flexible days and full days on request if there is availability. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

We offer fifteen hours of free nursery time each week and eligible parents may be able to access up to 30 hours free nursery time. The session times are; mornings 8.40 – 11.40 or afternoons; 11.55 – 2.55pm Monday to Friday for 38 weeks of the year. If we have spaces we can also take children into nursery in January or after Easter and we will also consider children who are approaching their third birthdays. Generally we expect children to be toilet trained and out of nappies before starting nursery but in exceptional or specific medical circumstances we may be able to accommodate intimate care.

Parents/ carers are given an appointment to come in and meet the nursery teacher prior to a place being taken up. This is an important meeting and we expect all parents/ carers to attend.

Children start the nursery in small groups this allows the nursery staff to get to know the children and to talk to them and observe them in a calm and quiet setting. This is also important for establishing the routines and expected behaviour in the nursery. If the child finds admission to the nursery difficult, in consultation with parents/ carers we may be able to offer a transition programme which enables the child to stay for a short period initially and gradually increases the amount of time spent in school in line with the growing confidence of the child.

Parents/carers are asked to show the child's birth certificate to the school office prior to admission. Parents/carers may place their child's name on a waiting list for nursery following their second birthday.

The nursery has an Early Years teacher, a trained teaching assistant and other nursery assistants. We also frequently host students undertaking training. We meet statutory regulations providing a ratio of one adult to thirteen children with a minimum of two adults in attendance at any one time.

Although Nursery is not compulsory education, if you are allocated a place in our school your child will be expected to attend school every day and absence will be monitored and pursued. To maintain an allocated place children need to attend the nursery for 80% or more – if attendance falls below 80% in any half term an attendance panel meeting will be offered to discuss the problem and if the attendance does not subsequently increase to 80% or above in the following half term, if the nursery is full the place will be withdrawn and reallocated to the next eligible child on the waiting list. Only in exceptional medical cases will this criteria be waived.

If our nursery is over subscribed the following criteria are applied:

1. Children with a statement of special educational needs or an Education Health Care Plan naming the nursery.

Children who are eligible for three and four year old funding AND are:

2. In public care.
3. Children living in the area served by the school and nursery and who have a sibling attending the school.
4. Children who are living in the area served by the school and nursery.
5. Children living outside the area served by the school and nursery and who have a sibling attending the school.
6. Children 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. This distance will be measured on a straight line 'crow flies' basis, using Ordnance Survey data. The address will be measured from the post office address point on the property.

Parents and carers will be sent a letter by mid May informing them whether their child has a nursery place for the following September.

If a parent wishes to remove their child from Nursery a four week notice period is required to enable staff transition.

The nursery is part of the school, sharing facilities and staff. The children visit other parts of the school regularly e.g. in celebration assembly and PE and become familiar with the school as a whole which aids transition into full time school if they are subsequently allocated a place.

Admission to the nursery does not indicate that a place will be automatically be allocated in the reception classes. Parents need to apply for a reception place following the Norfolk County Council procedures and a separate admission policy and process applies.

Special Educational Needs and Disabilities

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.

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.

This policy has been written with regard to the DFE Guidance:

- Early Education and Childcare Statutory Guidance for Local Authorities – June 2018
- Early years Entitlements: Operational Guidance For Local Authorities and Providers – June 2018

The Admission Policy is issued to all families as part of the registration process. It is also available via our website and upon request from the school office.

This policy will be reviewed annually by the Governing Body.

Vick Chair of Governors  Date 2/10/19