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Nursery Admission Policy (For September 18 intake)

1. Registration for Admission to Nursery

- 1.1 All parents are requested to register pupils as soon as possible as this will assist the School in making future plans. Registration does not imply that a position will be available when the child reaches nursery admission age.
- 1.2 The date of registration will be noted, but does not give any priority.
- 1.3 Attendance at the nursery **does not guarantee a place in Reception** and parents need to apply for the Reception admission separately by applying directly to the local authority.

2. Timings and Procedures regarding Nursery Admission

- 2.1 Parents will be asked to confirm their wish for a place for their child in Nursery as follows:

September intake - in February

If any places are available for further intakes, this will be as follows:

January intake - in October

Easter intake - in January

- 2.2 The school will inform parents if a place is available at the nursery as follows:

September intake - in May

January intake - in November

Easter Intake - in March

- 2.3 Where applications for nursery exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit.
 - a. Children looked after by a local authority (LAC).
 - b. Children with Special Educational Needs or an EHCP where the school's Nursery is named on the EHCP.
 - c. Where the child has a sibling currently attending the school as a pupil and will be attending at the date of the intended admission. (See appendix A for definition of a sibling)
 - d. Other children - Those living, at the date of application or confirmation, nearer to the school measured in a straight line distance from the school being given priority. (See Appendix A for definition of a child's home address for children with parents with shared responsibility, living with each for part of the week)
- 2.4 Children will be eligible to commence Nursery in the term after their 3rd birthday. Children are admitted without reference to ability or aptitude.



3 Other Information Regarding Admissions

- 3.1 Fully completed Admission Forms are required for each child entering the School. The information on the forms is essential to the interest of each child's welfare at all times, particularly in the case of emergency.
- 3.2 A copy of the child's birth certificate must be seen by the Head or Secretary and accounted for on the admission form.
- 3.3 In the event of non-admission the Chair of Governors will supply a reason for the decision.
- 3.4 The school reserves the right to withdraw a place if incorrect information has been given that gave the child a place at the school in the initial allocation e.g. the address supplied for the child was not their home address. The school reserves the right to ask for proof of the criteria for admission, including home address.
- 3.5 The Nursery session runs from 9 - 12 daily. In accepting a place it is expected that children will attend all five sessions each week.
- 3.6 There are a maximum of 26 places for the Nursery. There will be a ratio of one adult to 13 children with a minimum of two adults, one of whom will be a fully qualified teacher.
- 3.7 If the September intake is full, unsuccessful applicants will be placed on a waiting list. Children may be added to the waiting list after this period and when a space becomes available all children on the waiting list will be looked at in terms of the admission criteria.

4 Early Education Funding Information

- 4.1 A provider should check original copies of documentation to confirm a child has reached the eligible age on registration for all free entitlements. A provider can retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations. Where a provider retains a copy of documentation this must be stored securely and deleted when there is no longer a good reason to keep the data.
- 4.2 Provision must be offered within the national parameters on flexibility as set out in Section 2A of Early Education and Childcare Statutory guidance for local authorities.
 - no session to be longer than 10 hours
 - no minimum session length (subject to the requirements of the registration on the Ofsted Early Years Register). Sessions at Toftwood Infant School run from 8:45 - 12:00.
 - not before 6:00am or after 8:00pm
 - a maximum of two sites in a single day
- 4.3 A provider should work with the local authority and share information about the times and periods at which they are able to offer free entitlements to support the local authority to secure sufficient stretched and flexible places to meet parental demand in the local authority. The provider should also make information about their offer and admissions criteria available to parents at the point the child first accesses provision at their setting.
- 4.4 A provider should be clear and transparent about the SEND support on offer at their setting and make information available about their offer to support parents to choose the right setting for their child with SEND.
- 4.5 A provider should ensure that they have identified the disadvantaged children in their setting as part of the process for checking Early Years Pupil Premium (EYPP) eligibility. They will also use EYPP and any locally available funding streams or support to improve outcomes for this group.
- 4.6 A provider should publish their admissions criteria and ensure parents understand which hours/sessions can be taken as free provision. Not all providers will be able to offer fully flexible places, but providers should work with parents to ensure that as far as possible the pattern of hours are convenient for parents' working hours.

Appendix A

- **Definition of a Sibling.** 'Brother/sisters living at the same address including step brothers/sisters and children in foster care within a family unit'
- **Definition of a child's home address for children with parents with shared responsibility, living with each for part of the week.** The home address for a child whose circumstances are described above will be considered to be the address that the child lives at for the majority of the week, including weekends. Evidence to support this



may be required and will include the prime contact address held by the school and the address for the parent in receipt of child benefit.

Review

Reviewed September 17

Chair of Governors.....

Headteacher.....

Date.....

Agreed at the FGB meeting on 23rd November 2016

