Admissions Policy

Approval:

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy was adopted in **November 2026** the date of the next formal review will be **November 202**7 and every year thereafter, unless statutory legislation changes.

Policy approved by the Full Governing Board of Earlham Nursery School.

Earlham Nursery School is a maintained Nursery providing care for children from 2 to 4 years old. We welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our pupils in-line with the Equality Act 2010, School Admissions Code 2021, the School Admission Appeals Code 2022, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The policy sets out the admissions process for any child starting our Nursery school.

- Age Eligibility: Children are generally eligible for government-funded early education the term after their third birthday:
- Born 1 January – 31 March: start in April
- Born 1 April – 31 August: start in September
- Born 1 September – 31 December: start in January [1]
- Free Entitlement Hours: All 3 and 4-year-olds receive up to 15 hours of free early education per week.

Eligible working parents may qualify for up to 30 hours a week for 2, 3 and 4 year olds

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A. We currently have places for the following:

30 x 2 year old places

62 x 3-4 year old places

This is a sessional Nursery Provision including sessional provision for 2- 4 year olds for 38 weeks (term time only). As part of this provision we offer both funded and paying spaces for families. The attendance policy below relates to children who are entitled to Early Education Funding.

B. Families are asked to provide the eligibility code for two-year-old funding (NEO code) or an HMRC extended funding code. A funded 30 hour working code will also be required.

C. A child will be entitled to the additional funded hours with a current valid eligibility code from HMRC. (eligibility from HMRC after 1 April, 1 September, 1 December the child will be entitled to start their additional 15 hours from the beginning of the following term). This will not affect their access

to the universal 15 hours entitlement. You must go online to reconfirm details at the end of each funding period (you will receive an email from HMRC prompting you to do this). If you are no longer eligible for the extended funding you will fall into a 'Grace Period'. This is a short period of time to give you the opportunity to find work or reconfirm eligibility. We will inform you of the end of your grace period date. This is when the funding for the extended hours will end. We will make arrangements with you regarding ending or you making alternative payments for your extended hours.

D. The Early Education that is offered by our setting is in line with national parameters which are that

I. No session is longer than 10 hours

II. There is no minimum session length

III. The provision is not available before 8.30am or after 3.30pm

E. Our Early Education is offered to families 38 weeks of the year. The funded hours can be claimed (up to the maximum available – 30 hrs)

Mon – [8.30am-11.30am and 12.30pm-3.30pm]
Tues – [8.30am-11.30am and 12.30pm-3.30pm]
Wed – [8.30am-11.30am and 12.30pm-3.30pm]
Thurs – [8.35am-11.35am and 12.30pm-3.30pm]
Fri – [8.30am-11.30m and 12.30pm-3.30pm]

Lunchtime sessions are automatically available for 30-hour placements and a hot lunch will be available at an additional cost

Wrap around care is not currently available within our setting.

F. We will work with families to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for families' working hours.

G. As part of the registration process, families 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 be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

H. Families are able to place their children on our waiting list from birth, and provision is offered based on date of birth and not time of entry to waiting list. In the event of being oversubscribed provision will be offered firstly to families within our school catchment area.

I. In our school we place very strong emphasis on providing a nurturing and inclusive environment which is welcoming to all and that encourages children to enjoy their learning. We believe in ensuring all pupils succeed and provision is tailored to meet the varied needs of all pupils. We have a Special Educational Needs and Disability (SEND) Policy which further outlines the support we provide to children who are identified as having an additional need. This can be viewed on our website or a copy obtained by request from our school office. We recognise the families have the right to choose the correct setting for their child with a Special Educational Need.

J. We identify children that may attract any additional funding such as Early Years Pupil Premium, Disability Access Fund DAF, SEND Inclusion Fund and any locally available funding streams with a view to submitting a claim/application to support and improve children's outcomes.

K. Prior to attendance at our setting we will conduct a home visit in order to support a smooth transition into our provision.

L. This Admission Policy is available on our website or via request from our school office.

M. Notice Period four weeks.

N. Parent/Career must complete funding forms every term and complete the parent declaration form for early education funded places.

For further information on Admissions please contact the school office.