

ROLLESBY PRIMARY SCHOOL AND NURSERY ADMISSIONS POLICY

Admission to Nursery

Children will be admitted into the Early Years Unit, operating a nursery admission policy (in the term following their Second birthday) to meet each child's needs in consultation with parents, pre-school placements and support services, where applicable, and pre-school assessments. Priority is given to siblings of pupils who are already in the Nursery or in the main school.

As part of the registration 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 will not be retained, but may be requested again at a later date.

Early Education is offered within the national parameters –

- 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 6.00am or after 8.00pm
- a maximum of two sites in a single day

The Admission Policy is available via our webpage or upon request from the school office.

Early Education is offered to families 39 weeks of the year, term time only. The funded hours can be claimed (to the maximum available) –

- Mon – Fri, 8am – 4pm

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.

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 Louise Hinton (Headteacher). Our Complaints Policy is available via our webpage/upon request.

SEND

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.

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.

Admission to School

Priority will be given to children whose fifth birthday occurs during the educational year in question. Children will be admitted into the Reception Class full time from the beginning of the autumn term unless alternative agreement is reached.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. A copy will not be retained, but may be requested again at a later date.

All children must be in full-time education the term after their 5th birthday. From September 2007 the school adopted the Norfolk County Council's Admission Policy.

Approved by Full Governing Body, Summer 2017



To be reviewed, Summer 2018