Dersingham VA Primary and Nursery School

Admission Policy

Formally adopted by the Governing Board of	Dersingham VA Primary and Nursery School
On	November 2024
Chair of Governors/Trustees	Clive Brown
Review Date	November 2026

Admissions

Policy statement
It is our intention at Dersingham Early Years site to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures
- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community (Doctor's surgery, Post Office, Estate agent, local shops and supermarket).

- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.

Nursery

Our admissions policy takes into account (in priority order):
- If a child is a Looked After Child;
- If a child has an identified additional need;
- whether any siblings already attend the setting; and
- the vicinity of the home to the setting;

Reception
All admissions into Reception are dealt with by Norfolk County Council.

Norfolk County Council takes into account in priority order:
- If a child is a Looked After Child;
- If a child has an identified additional need;
- whether any siblings already attend the setting and
- the vicinity of the home to the setting;

- The setting and its practices are welcoming and make it clear that family members and carers are all welcome.

- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.

- We support children and/or parents with disabilities to take full part in all activities within the setting.

- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.

- We share and widely promote our 'Valuing Diversity and Promoting Equality' Policy.

- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs and endeavour to meet parents' needs.

- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

- Failure to comply with the setting's terms and conditions may ultimately result in the provision of a place being withdrawn.

Registration

Birth certificates
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 funding entitlements. A copy will not be retained but may be requested again at a later date by the Local Authority for audit or fraud investigation purposes

Allergies / Intolerances
Parents / carers will be asked to identify any medical needs, allergies or food intolerances. Should such a need be identified an allergy alert form will be created and displayed where food preparation takes place.

Asthma
Should a child have asthma, a separate asthma plan form will be completed before the child attends the setting. The parents / carers must provide an additional set of inhalers to be stored within school at all times prior to the child starting sessions.

Session Guidance
At Dersingham preschool we comply with the Local Authority Statutory Guidance in regard to the sessions we offer i.e.

· No session to be longer than 10 hours
. No minimum session length, subject to the requirements of registration on the Ofsted Early Years Register.
· No sessions will be offered before 6.00am or after 8.00pm
· Children can only attend sessions at a maximum of two sites in a single day

Parents and carers can use their funded entitlement between the hours of 8.30am until 3pm Monday to Friday term time only.
Families accepting a 2-year old funded place will be able to claim the entitlement unitl their child(ren) is/are eligible for either the 3 & 4yr old funding universal entitlement or the working parent entitlement.

Early Education is offered to families for 38 weeks of the year.

Funded Hours can be claimed –

- Monday – max hours = 6.5 (8:30-3pm)
- Tuesday – max hours = 6.5 (8:30-3pm)
- Wednesday – max hours = 6.5 (8:30-3pm)
- Thursday – max hours = 6.5 (8.30-3pm)
- Friday – max hours = 6.5 (8:30-3pm)

Funding can be claimed during our lunch period.
The Admission & Charging Policies are issued to all families as part of the registration process. They are also available from the school office or our Website: www.dersingham.norfolk.sch.uk

Special educational Needs / Inclusion
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.

In brief, 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.

The setting SENCo 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 a graduated approach with 4 stages of action: Assess, Plan, Do & Review will be adopted. The setting 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.

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

The setting will work with the local authority via 'SEN Local Offer', this is available on the Norfolk Community Directory and our Website www.dersingham.norfolk.sch.uk, 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.

Additional Funding

The Early Years Lead and SENCo aim to identify all children that may attract any additional funding such as Early Years Pupil Premium, Disability Access Fund, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

Flexible Entitlement

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 will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Were required we will seek parent/carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

Our Complaints Policy is issued to all families as part of the registration process. It is also available on our website www.dersingham.norfolk.sch.uk

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