



*WICKLEWOOD PRIMARY SCHOOL AND NURSERY
ADMISSIONS POLICY*

Responsible Person

The person for the updating of this policy is: The Headteacher

Review and Monitoring

This policy will be reviewed every two years by the full governing body.

Reviewed:

Signed: Holden Cook (Chair of Governors) Date: Spring 2024

Signed: Laurence Hughes (Head of School) Date: Spring 2024

Next Review due: Spring 2026

At Wicklewood Primary School and Nursery we aspire for all of the children in our nursery to be happy, engaged, confident, independent, curious, resilient, creative and to take risks.

Our curriculum's aim for Early Years is to provide an inspiring, rich and exciting environment where children have the opportunity to explore and learn, in order to achieve school readiness. We work closely with the Reception class and the whole school to provide continuity to the children's learning and development, where previous knowledge and skills can be built on smoothly during their transition to school.

We use 'In The Moment Planning' alongside 'Talk 4 Writing' to enable children to show high levels of involvement in their own learning. The environment is monitored and adapted to maximise learning opportunities for all children. In Nursery we plan the environment to achieve all areas of the curriculum alongside daily focused tasks. We advocate outdoor learning and the children have free flow access throughout the day. The outside environment is our second classroom.

Our qualified and experienced staff know our children and families well. The journey begins with a home visit where we can start to build relationships with our children and families. Our practitioners follow the children's lead and will extend learning through communication and adapting the environment to suit the child's needs. This was recently recognised in our latest Ofsted feedback where it was noted that the staff delivered high quality interactions and communication with the children.

One of our many strengths and one that we are proud of, is that we focus on the individual needs of every child. Our children deserve the best! Through a creative and nurturing approach, we aim to actively engage, inspire and enable our children to flourish and grow to their full potential, securing the foundation for future learning.

We use the Tapestry platform to work closely with the families of our children. Through Tapestry we create opportunities for regular communication to enable opportunities for our children to celebrate their diversity and cultural traditions within the nursery community.

The EYFS inside and outside environment supports the intent of an ambitious, coherently planned and sequenced curriculum. The resources are chosen to meet the children's needs and promote learning.

Admissions

Nursery has provision for up to 16 children during morning sessions, and 16 children in the afternoon. We also offer children the opportunity to extend their day in the morning and afternoon for an extra fee.

Children attending our nursery may begin throughout the year. We offer a selection of combinations of sessions to enable parents to access provision to best meet their needs.

We are open Monday - Friday 7.30 a.m - 5.30 p.m. Early Years funding can be used between the core hours 9am - 3pm up to a maximum of 6 hours per day. Non funded children are charged £6.50 per hour.

| <i>Session</i> | <i>Times</i> | <i>Fees</i> |
|---------------------------|-----------------------------|---------------|
| <i>Breakfast club</i> | <i>7.30 a.m - 9.00 a.m</i> | <i>£7.50</i> |
| <i>Morning session</i> | <i>9 a.m -12.00 p.m</i> | <i>Funded</i> |
| <i>Afternoon session</i> | <i>12.00 p.m - 3.00 p.m</i> | <i>Funded</i> |
| <i>All day</i> | <i>9.00 a.m - 3.00 p.m</i> | <i>Funded</i> |
| <i>Extended Afternoon</i> | <i>3.00 p.m - 5.30 p.m</i> | <i>£12.50</i> |

15 and 30 hour funded places in our Nursery can be used with any of the following combinations of sessions. Early Education is offered to families 38 weeks of the year.

Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement.

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

Funding can be claimed during our lunch period.

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 will be in partnership with families and consent will be sought prior to submitting a claim/application.

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 free entitlements. A copy will not be retained, but may be requested again at a later date.

National parameters for Early Years education

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*

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. Where 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.

Nursery Transition:

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.

Your child will be assigned a key person who will visit you and your child at home. We will also arrange a date for your child's settling in session. The settling in session will not be charged. Your child's actual start date will be after these sessions and will be the date that funding can be claimed from.

SEND

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND. This means we will

- *Follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families,*

together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice

- *Monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review.*
- *Provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary.*
- *Utilise the SEN inclusion fund and Disability Access Fund to deliver effective support.*
- *Publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN*

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.

Contact

Please contact the Nursery Manager if you require a visit to our Nursery or a registration form, emailed to you.

Tel : 01953 602333

Email : nursery@wicklewoodschool.co.uk