



# Dereham Church Infant and Nursery School



## Admissions Policy 2022-2023

### ADMISSION – NURSERY

This policy is a statement of the aims and procedures for admitting children to the Nursery of Dereham Church Infant and Nursery school. It was developed through consultation with governors and staff and is subject to annual review.

It is the policy of Dereham Church Infant and Nursery school to admit children in the term following a child's third birthday. This will ensure that children will normally have at least 3 terms and possibly up to 5 terms in nursery education prior to entry into Reception class. If places are available in the January or April, these may be offered to children on the waiting list as deemed appropriate.

Our childcare provision is offered within the national parameters on flexibility as set out in Section A2 of -

- ✚ Early Education and Childcare Statutory Guidance for Local Authorities – February 2019
- ✚ Early years Entitlements: Operational Guidance For Local Authorities and Providers – November 2021

Whereby –

- ✚ no session provided is to be longer than 10 hours
- ✚ no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- ✚ sessions provided are not before 6.00am or after 8.00pm
- ✚ a maximum of two sites in a single day

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 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.

The Admission Policy is issued to all families as part of the registration process. It is also available via our website. Early Education is offered to families 39 weeks of the year. The funded hours can be claimed (to the maximum available) –

- Mon – 9am - 12 and 12pm-3pm
- Tues – 9am - 12 and 12pm-3pm
- Wed – 9am - 12 and 12pm-3pm
- Thur – 9am - 12 and 12pm-3pm
- Fri – 9am – 12 and 12pm-3pm



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

A SEND/Inclusion Policy is available on our school website. Please refer to the SEND/Inclusion Policy concerning the SEND support we 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.

Our Complaints Policy is available on our school website as part of the registration process.

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 Mrs Amy Futers (Head teacher).

### **Admission Criteria for Main School & Nursery**

**2022-2023**

Following a consultation period with parents in Spring 2020 regarding the proposed Diocese admissions criteria, parents remained in favour of our school's admission criteria. The governors reviewed the responses and considered that these reflected our distinctiveness and Christian ethos.

**If the school is oversubscribed children will be offered places according to the criteria listed below, taken in order.**

- 1. Looked after children (children in care),** previously looked after children (previously looked after children are children who *were* looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after) and children adopted from abroad
- 2. Siblings, including adopted or foster, of children present at the school at the time the child starts school.**
- 3. Children who have a faith and/or whose parent(s)/carers are committed Church members at a church within the school's catchment area and wish them to receive an education in a school with a Church of England foundation.** Within this criterion the following hierarchy will be applied:
  - I. Anglican
  - II. Other Christian denomination
  - III. Other organised religions



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4. Children whose main residence is within the catchment area of the school
5. Children who have a faith and/or whose parent(s)/carers are committed Church members at a church out of the school's catchment area and wish them to receive an education in a school with a Church of England foundation.  
Within this criterion the following hierarchy will be applied:
  - I. Anglican
  - II. Other Christian denominations
  - III. Other organised religions
6. Children who live in the Parishes of Dereham and Scarning
7. Children of staff where:
  - I. a member of staff has been employed at the school for two or more years or member of staff is recruited to fill a vacant post where there is a demonstrable skill shortage
8. Any other children

**Please note that the school will admit a child with a statement of special educational needs that names the school. This is not an oversubscription criterion.**

### **Admission Procedure**

1. Places are offered.
2. Parents accept / defer the application/ decline the offer. (Refusal of the offer of a place at any time does not preclude subsequent application).
3. On acceptance of a place parents and child have the opportunity of a home visit from the key worker.
4. An induction session is held for that family
5. The child starts as soon as following their third birthday possible

This policy will be reviewed annually by Governors.