AYLSHAM LEARNING FEDERATION

ADMISSIONS POLICY
JOHN BEAR'S NURSERY

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Ratified by the Governors' Business, Management and Finance Committee on: **23.09.2025**

Signed: .....

Chair

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1. Aims

- To establish clear, objective and fair admission arrangements that do not disadvantage one child over another.
- To ensure a system where all parents/carers feel they have the same opportunities to apply for the schools and settings in the Federation.
- To enable parents'/carers' preference for John Bear's Nursery, to be met or to the maximum extent possible.
- To provide information and guidance to governors about application for admission to the schools and settings.

2. Purpose

To ensure that decisions to admit children are based on fair and transparent criteria. If the number of applications exceeds availability, children will be allocated places in the following order of priority:

John Bear's Nursery Admission Guidelines

All admissions to John Bear's Nursery are subject to Norfolk County Council Guidelines which are as follows:

1. Children in public care who are due to access two or three and four year old funding.
2. Children with an Educational Health Care Plan naming John Bear's Nursery.
3. Children who are due to access two or three and four year old funding who are living in Aylsham with a sibling at John of Gaunt Infant & Nursery School.
4. Children who are due to access two or three and four year old funding who are living in Aylsham.

5. Children who are due to access two or three and four year old funding who are living outside of Aylsham and have a sibling attending John of Gaunt Infant & Nursery School.
6. Children who are due to access two or three and four year old funding who are living outside of Aylsham.

Children are entitled to 15/30 hours funded nursery hours per week and are eligible for this the term after their second or third birthday.

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

3. Nursery Admission

Allocation to the nursery is determined by John Bear's Nursery on a termly basis, taking into consideration parental preference where possible. We will work with parents/carers to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents'/carers' working hours.

In order to claim funding for your child you will need to complete a funding form each term your child is at nursery. In order to claim beyond universal funding you will need to ensure that you have sourced a funding code through the childcare choices website https://www.childcarechoices.gov.uk/ . Your funding eligibility will need to be confirmed every 90 days. Eligibility codes must have been obtained prior to completing funding forms each term and by these crucial dates; 31st December, 31st March and 31st August. If eligibility codes have not been obtained by these dates, then funding beyond universal will not be able to be claimed.

The nursery has 88 places with 24 places in any one session in Polar Bear (3 and 4 year old) room and 20 places in any one session in Panda Bear room (2 and 3 year old) room. Children are introduced gradually into the nursery, after initial stay and play/settling in sessions offered at end of the preceding term before starting.

Session choice is very flexible but is always subject to space available. Additional hours, if available, may be purchased at the published rate. Any changes to session choice will be considered at the discretion of the Nursery Manager and the Headteacher and must be given with 6 weeks notice of any change.

Early education is offered within the national parameters:

- No session for a child is longer than 10 hours
- There is no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- No sessions start before 6.00am or run after 8.00pm
- Children will only attend a maximum of two single sites in one day

At John Bear's Nursery Early Education is offered to families for either 38 weeks (term time offer) a year or 50 weeks a year (stretched offer). The funded hours can be claimed (to the maximum available) –

Monday – 7.30am – 6.00pm
Tuesday – 7.30am – 6.00pm

Wednesday – 7.30am – 6.00pm
Thursday – 7.30am – 6.00pm
Friday – 7.30am – 6.00pm

Children may attend part-time until they are ready for full-time sessions. Parents/carers are welcome to stay until their child is confident in staying on their own, helping and supporting in class at the same time.

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.

If you are unable to pay our charges, please speak with the Nursery Manager to discuss the alternative options available.

4. Special educational Needs (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 and x to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

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.

Our SEND and Inclusion Policy can be found on our website www.johngaunt.norfolk.sch.uk and a copy can be made available on request.

5. Registration

To register your child at John Bears Nursery you must first complete a registration of interest form, which can be found on our website www.johngaunt.norfolk.sch.uk

The term before your child starts the nursery you will be contacted via email and asked to complete a google form indicating your funding choice and your session requirements.

On receipt of the form your child will be allocated a space subject to availability and then an admission pack will be sent.

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 that they have reached the eligible age for the free entitlements.

The admissions and charging policies are issued to all families as part of the registration process and are available to all families on or website www.johngaunt.norfolk.sch.uk or a printed copy can be made available on request.

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.

6. Transfer from the Nursery to Reception

Children currently in the nursery do not have an automatic place in the reception class. Currently decisions on place allocation are taken by the authority.

7. Relationship to other policies

This policy should be read in conjunction with the policies on equality, SEN and the curriculum, and should be reviewed annually.

8. Roles and responsibilities of the Governing Board, Executive Headteacher and staff

The **Governing Board** will ensure that:

- The admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities.
- The admission arrangements are published in the prospectus and made available to parents/carers and potential parents/carers.
- An admissions register is kept up to date.
- An admissions appeal panel is in place to hear parent appeals against non-admission.
- Each setting's net capacity formula is reviewed annually and proposed variations communicated.

The **Executive Headteacher** will ensure that:

- Children are admitted only in accordance with this policy.
- The schools are represented on the LA admission forum.
- Where places are available, children are admitted in accordance with the agreed priorities.

All **staff** are expected to follow this policy when advising prospective parents/carers and admitting children.

9. Arrangements for monitoring and evaluation

The number of children on roll, the number of unsuccessful applications and reasons for unsuccessful appeals will be reported to the Governing Board each term with advice on any implications. Feedback from parents/carers will also be reported.