ROSECROFT PRIMARY AND NURSERY SCHOOL

Nursery Admission Policy for Rosecroft Primary School

Policy Statement

The Governing Body is the Admissions Authority for Rosecroft Primary and Nursery School and is responsible for determining and reviewing the Nursery Admissions Policy.

This policy has been developed to ensure that admissions to the nursery are administered fairly, transparently, and consistently, providing equality of opportunity for all children and families seeking a nursery place.

At Rosecroft Primary and Nursery School, we are committed to providing a welcoming, inclusive, and nurturing environment where every child can develop, learn, and thrive. Our nursery provision follows the principles and requirements of the Early Years Foundation Stage (EYFS) Statutory Framework, supporting children's learning, development, wellbeing, and readiness for future learning.

The Nursery Admissions Policy is available to all families as part of the registration process and can also be accessed via the school website.

Partnership with Parents and Other Professionals

We recognise that parents and carers are children's first and most enduring educators. We are committed to working in partnership with families, childcare providers, health professionals, the Local Authority, and other relevant agencies to support positive outcomes for all children.

Where appropriate, consent will be obtained from parents and carers before information is collected, shared, or used in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

To promote continuity of care and learning, we will work collaboratively with families and other early years providers where a child attends more than one setting or where funded hours are shared across providers.

Where children transition into or out of our nursery provision, every effort will be made to ensure arrangements are planned carefully to support children's emotional wellbeing, security, and successful transition experiences.

Nursery Sessions and Organisation

The nursery currently offers:

- One morning session accommodating up to 32 children.
- One afternoon session accommodating up to 26 children.

Children may attend:

- Morning sessions

- Afternoon sessions
- Full-day sessions

The nursery operates during term time only

Session Times

Session	Time
Morning Session	8:45am – 11:45am
Afternoon Session	11:45am – 2:45pm
Full Day Session	8:45am – 2:45pm
Extended Session	8:45am – 3:15pm

In accordance with Early Education Funding requirements, the school:

- Does not offer funded sessions exceeding 10 hours per day.
- Does not operate before 6:00am or after 8:00pm.
- Uses no more than two childcare sites for funded provision within a single day.
- Works with families wherever possible to provide attendance patterns that support both children's needs and family circumstances.

Attendance

Regular attendance is important to support children's learning, development, wellbeing, and the formation of secure relationships with adults and peers.

Children attending the nursery are subject to the school's Attendance Policy. We expect children to attend regularly and aim for attendance of at least 96%.

Where attendance falls significantly below this level, and no satisfactory explanation has been provided, the nursery may review the child's place in consultation with parents/carers.

Inclusion and Special Educational Needs and Disabilities (SEND)

Rosecroft Primary and Nursery School is committed to providing an inclusive environment in which every child is valued, respected, and supported to reach their full potential.

The nursery fully complies with:

- The Early Years Foundation Stage Statutory Framework
- The Equality Act 2010
- The Special Educational Needs and Disability Code of Practice (2015)

Further information can be found in our SEND Information Report and SEND Policy, available on the school website and Norfolk Community Directory.

Supporting Children with SEND

We are required to have arrangements in place to identify and support children with Special Educational Needs and/or Disabilities (SEND).

To achieve this, we will:

- Provide an inclusive learning environment where all children can participate fully.
- Monitor children's progress and development through ongoing observation and assessment.
- Work in close partnership with parents/carers to identify strengths, needs, and appropriate support strategies.
- Implement a graduated approach using the cycle of:
    - Assess
    - Plan
    - Do
    - Review
- Seek parental consent before involving external professionals or applying for additional funding.
- Access available funding streams, including:
    - Early Years Pupil Premium (EYPP)
    - Disability Access Fund (DAF)
    - SEND Inclusion Funding
- Work collaboratively with specialist services where additional support is required.
- Publish information relating to our SEND provision through Norfolk's Local Offer.

We are committed to identifying and securing all funding available to support vulnerable children and improve outcomes for learning, development, communication, and wellbeing.

Early Education Funding

The nursery participates in the Government's Early Education Funding Scheme.

Funded early education supports children's learning, development, social skills, and school readiness, helping to ensure every child has access to high-quality early years provision.

Universal Entitlement – 15 Hours

All eligible three- and four-year-old children are entitled to:

- 15 hours of funded early education per week.
- Up to 38 weeks per year.
- A total of 570 funded hours annually.

Children become eligible from the term after their third birthday if they turn three on or before:

- 31 August (Autumn Term)
- 31 December (Spring Term)
- 31 March (Summer Term)

Extended Entitlement – 30 Hours

Eligible working families may receive an additional 15 hours of funded childcare per week. To access the extended entitlement, parents/carers must:

- Meet current Government eligibility requirements.
- Obtain a valid eligibility code through the HMRC Childcare Service.
- Provide the code to the nursery before the start of the relevant term.
- Reconfirm eligibility every three months.

The nursery does not charge top-up fees in relation to funded hours.

Admissions Criteria

Where applications exceed the number of places available, nursery places will be allocated according to the following oversubscription criteria:

1. Children who are in the care of a Local Authority or previously looked-after children.
2. Children with an Education, Health and Care Plan (EHCP) or identified Special Educational Needs where the nursery is considered an appropriate placement.
3. Children who live within the school's catchment area and who have a sibling attending Rosecroft Primary and Nursery School at the time of admission.
4. Children for whom Rosecroft Primary and Nursery School is the nearest school.
5. Children living outside the catchment area who have a sibling attending the school.
6. Other children.

Within each category, priority will be given according to date of birth, with the oldest eligible child offered a place first.
Please note: Places are allocated according to the admissions criteria above and not according to the date a child was placed on the waiting list.

Registration and Documentation

A fully completed Nursery Admission Form must be submitted for every child attending the nursery. Parents/carers will also be required to provide proof of their child's date of birth to confirm eligibility for funded childcare.

Examples of acceptable evidence include:

- Birth Certificate
- Passport

Documentation will be checked but copies will not be retained unless required for audit or funding verification purposes.

Transition to Reception

Attendance at the nursery does not guarantee admission to Rosecroft Primary School Reception Class. Parents/carers must apply separately for a Reception place through Norfolk County Council's coordinated admissions process. The nursery recognises the importance of effective transitions and will work closely with families and receiving schools to support children in preparing for their next stage of learning.

Application Process

Parents/carers wishing to request a nursery place should complete a Nursery Request Form.

Following receipt of the form, the school will:

1. Acknowledge the application.
2. Confirm whether a place is available when the child becomes eligible.
3. Invite families to attend a nursery open event and stay-and-play session.
4. Confirm the allocated sessions and provide a registration pack.

Submission of a Nursery Request Form does not guarantee a nursery place.

Complaints

Rosecroft Primary and Nursery School is committed to ensuring that funded early education is delivered in accordance with statutory guidance and Local Authority requirements.

Parents/carers who are dissatisfied with any aspect of the nursery admissions or funding arrangements should refer to the school's Complaints Policy, available on the school website.

Policy Review Date: July 2026
Next Review Date: July 2027