



Ormiston Herman Academy



Nursery Admissions Policy

Adopted: January 2025

Review Date: January 2026

Nursery Admissions Policy

Ormiston Herman Academy delivers a Nursery provision for pupils aged 3 and 4 years old. Places offered are delivered under the Government Early Education funding.

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 Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

We admit pupils at the beginning of each term in an academic year (September, January, April), places dependent.

IMPORTANT INFORMATION

Your child does not automatically get allocated a place in Ormiston Herman Academy's Reception class if they attend our Nursery provision. This **must** be applied for via the Local Authority in the normal way. Please see our Admission Policy for details on how to apply.

Admission to Nursery

All children, regardless of circumstances are entitled to 15 hours of funded Nursery education per week from the term after their 3rd birthday. Some children may be eligible for an additional 15 hours per week, this is based on meeting certain criteria.

We run 2 sessions per day, either morning or afternoon, for children in receipt of 15 hours funding.

In addition to this, if your child is eligible for the 30-hour Flexible Free Entitlement, they can access a full-time place in our Nursery. All places in Nursery are Monday to Friday during the school term.

Nursery Organisation

Parents in receipt of 15 hours of funding are able to select from either daily morning or afternoon sessions but not a combination of both, places dependent.

- Morning sessions run from 8.30am to 11.30am
- Afternoon sessions run from 12.00pm to 3.00pm
- Full day sessions run from 8.30am to 3.00pm

Whether your child attends for 15 or 30 hours, if they are cared for over the lunch period, an additional charge is applicable.

Places for the Nursery will be allocated during the term before the child is due to start on a first come first served basis.

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 funded entitlement.

Early Education is offered to families for 37 weeks of the year.

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

The Admission and Charging Policies are available to view on the academy website or available on request from the Academy Office.

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.

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 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 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 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory and our website 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 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.

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.

15-hour provision

This consists of 5 daily sessions of 3 hours. If you are eligible, please contact the Academy Office to complete an admissions form and to provide us with your eligibility code for the funding.

If no places are available, your child will be placed on a waiting list and a place will be offered when it becomes available.

Subject to availability, additional sessions may be purchased by parents and carers, but these must be agreed before the start of a new term and be taken as regular, recurring additional sessions throughout the term. An additional daily lunchtime cover charge will apply on days where additional sessions have been purchased.

30-hour provision

Some families may be eligible for 30 hours of funding.

If your child is attending for a full day, an additional lunch time charge will be payable daily. Lunches can also be ordered at an additional cost.

For further information about eligibility and to apply for funding please visit:

<https://www.childcarechoices.gov.uk/>

If you are eligible, please contact the Academy Office to complete an admissions form and to provide us with your eligibility code for the funding.

If no places are available, your child will be placed on a waiting list and a place will be offered when it becomes available.

IMPORTANT INFORMATION

You must reapply for your eligibility code every 3 months via the 'Childcare Portal'. Failure to do this will result in your full-time place being withdrawn as the academy cannot claim the funding for the place without this. In the event that your code expires, we will offer your child a part time 15-hour place, if we have a place available. **IT IS THE RESPONSIBILITY OF THE PARENT / CARER TO RENEW THE FUNDING CODE.**

If your child does not attend the setting on a regular basis, we reserve the right to withdraw their place in our academy.

Complaints

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