

## Hall Farm Nursery School

Hall Farmhouse, Hargham, Norfolk, NR16 2JW

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### General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

## Administration

### 4.1 Admissions

#### Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

All children accessing any of the funding entitlement (15 or 30 hour funded places – known as the Universal Entitlement or Extended Entitlement) will receive the same quality and access to provision, regardless of whether their family has opted to pay for additional hours, meals or services.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

#### Procedures

We ensure that the existence of our setting is widely advertised through our website and Norfolk county council website.

Places are offered on the basis of siblings first then strictly in order in which they are registered 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 entitlements.

Settling in visits form a vital part of a child's introduction to nursery. We offer all children two settling in sessions prior to starting Hall Farm – these are important for the children to familiarise themselves with the environment of the classroom they will be in. Key staff will spend time with the children during these visits as well as giving the children an introduction to the activities on offer. We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the setting. At the first settling in visit, carers are provided with an "All About Me" form to complete to help us get to know the children and their individual needs as best we can. Further settling in sessions can be agreed between the setting and the parents, should this be necessary.

We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

Our setting makes it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.

Our setting treats each child and their family fairly, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.

Our setting enables children and/or parents with disabilities to take part in the life of the setting.

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.

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.

We welcome all children within the setting any ethnic background and irrespective of gender.

We make sure that all staff and parents are aware of our Equal Opportunities Policy and can request to see this at any time.

We listen to the views of families about the opening times of the setting to ensure we accommodate a broad range of family need.

Our nursery sessions 09.00 – 12.00 and 13.00 – 15.30 are fixed sessions, to minimise disruption to the morning and afternoon sessions. We are flexible about attendance patterns to accommodate the needs of individual children and families at the start and the end of the day.

With regards to Early Education funding we offer these 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

**Policy:**

**4.1 Admissions**

**Reviewed: 20.09.2018**

Manager's Signature:.....