



Arden Grove Infant and Nursery School
Cottinghams Drive, Hellesdon
Norwich, NR6 6QA
www.wensumtrust.org.uk/ardengrove
01603 404553
office@ardengrove.norfolk.sch.uk

Admission into Nursery Policy

We are delighted that you are considering sending your child to Arden Grove Nursery. Below you will find the following criteria for admission into Arden Grove Infant and Nursery School and will apply when places are over subscribed:

Children who are due to start school and:

1. have a statement of special educational needs naming that school.
2. are in public care or have been adopted.
3. live in the area served by the school and who have a sibling attending the school at the time of their admission.
4. live in the area served by the school who have a brother or sister attending the feeder junior school.
5. have a disability and live in the area served by the school (appropriate professional evidence will be required to confirm the disability).
6. live in the area served by the school.
7. have been allocated a permanent place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Councils Placement Panel)
8. live outside the area served by the school who have a brother or sister with a statement of special educational needs attending the school at the time of their admission.
9. live outside the area served by the school who have a brother or sister attending the school at the time of their admission.
10. live outside the area served by the school who have a brother or sister attending the feeder junior school.
11. have a disability and live outside the area served by the school (appropriate professional evidence will be required to confirm the disability).
12. live outside the area served by the school but attending Arden Grove Pre-School.
13. live outside the area served by the school.

If all children cannot be offered a place using the above criteria, the highest priority in each category will be given to the children living nearest the nursery. This distance will be measured on a straight line 'crow fly' basis, using Ordnance Survey data. The address will be measured from the post office address point on the property. Children who do not get a place will then be put on a 'waiting list' and will be contacted as and when a place becomes available.

School admissions will continue to be held by the Local Authority and Arden Grove Infant and Nursery School cannot guarantee a school place for any child attending its nursery

We also need to make you aware that as part of our registration process, parents/carers will be required to provide documentation to evidence your child's date of birth. This is to confirm they have reached the eligible age for the funded entitlements. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

We are part of...

WENSUMTRUST

FOR CHILDREN, FAMILIES AND COMMUNITIES



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

The Admission Policy is issued to all families as part of the registration process. In addition we can provide you with a copy of our Charging and Remissions Policy, and our Complaints Policy. Alternatively, these are all available on our website. Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in our funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly Mrs Sarah Waterfield, Headteacher.

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.

Early Education is offered to families 38 weeks of the year. The funded hours can be claimed to the maximum available –

- Monday – 08:45-11:45 **or** 11:45-14:45
- Tuesday - 08:45-11:45 **or** 11:45-14:45
- Wednesday 08:45-11:45 **or** 11:45-14:45
- Thursday – 08:45-11:45 **or** 11:45-14:45
- Friday - 08:45-11:45 **or** 11:45-14:45

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.

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 your 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. 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 your working hours.

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