



Admissions Policy for Local Authority (LA) Nursery School

Aims:

- To ensure a fair admissions process for all children.

Registration:

- Families (includes prime carers) may place their child's name on the waiting list following the child's second birthday. Families are encouraged to visit the Nursery School when they register so that they can familiarise themselves with the Nursery and can ask questions.

At registration the following information is required when completing the application form:

- Name of child
- Date of birth – proof of birth is required e.g.; birth certificate or passport and a copy is retained in the school office.
- Address (proof of address with post-code e.g., utility bill, child benefit statement)
- Name of parents and name of two emergency contacts with telephone numbers.
- Ethnic origin and languages spoken at home.
- Details of any previous Nursery or day care they have attended.
- Medical and SEN information together with details of any health agency or professional involved with the family e.g., health visitor, social worker.

Admissions Criteria for mainstream Nursery School, excluding the Resource Base:

Places will be offered to children once they turn 2 years old, who currently attend Norcot Early Years Centre or who are in receipt of 2-year-old funding, either working parents or disadvantaged funding entitlement or 3-year-olds in receipt of Universal funding.

The following criteria will apply to those on the waiting list:

1. Staff children
2. Child looked after; Child Protection Plan; Child in need plan
3. Special Educational Need with a diagnosis in place.
4. Child transferring within the Nursery School.
5. Child transferring from Waterside Day Care.
6. Child who has a sibling attending Norcot Early Years Centre.
7. For exceptional circumstance, Headteacher discretion will be applied.

No provision exists for any automatic right of appeal regarding admissions to non-statutory education. However, families have a right to an explanation where an application has not been successful. Most queries will be dealt with by informal discussion with the Headteacher. A formal consideration of an unsuccessful application will be referred to the

governing body of Norcot Early Years Centre. The governing body does not have the same powers as a statutory school admissions panel committee and can only ensure that the admissions procedure has been correctly applied.

Admission to the EYSDC Resourced Base

Please see appendix iii

Offering and Accepting of Places:

To be considered for a place in the Nursery School, registration including all the required documents of copy birth certificate, funding code and proof of address, needs to be received and complete before an offer can be issued.

For a September intake: child needs to be aged 2 or 3 years prior to the end of August.

For January intake: child needs to be aged 2 or 3 years prior to the end of December.

For April intake: child needs to be aged 2 or 3 years prior to the end March.

Families will normally be informed as soon as all documents are received and confirmed by the office and before their child is due to start at the Nursery School. Families must accept the place within 5 working days. Failure to do this may result in the place being withdrawn. If families do not wish to accept the place they should indicate the reason and whether they wish the child to remain on the waiting list for an alternative place should one become available. This will assist the Nursery School in planning for the future.

Expected Attendance:

- Places will be offered for part time either morning (8.15 am – 11.15 am) or afternoon (12.00 pm – 3.00 pm).
These places are for 5 days per week Monday – Friday, term-time only.
- Families can request a morning or afternoon place but this cannot be guaranteed.
- Children should not normally transfer from a morning to afternoon place or vice-versa. Headteacher discretion is applied for exceptional circumstances.
- Attendance is monitored and the Governors have the right to withdraw a place in the event of persistent poor attendance or non-payment of wraparound care club fees.
- The Governors agree in principle to flexi schooling and agree that the Headteacher should consider individual cases following the terms and conditions. All requests for flexi schooling should be directed to the Headteacher in writing. A written agreement will be put in place for each child (**Appendix i**).

15 hours childcare funding 3 & 4 year olds (Universal funding)

30 hours childcare funding 3 & 4-year-olds (Extended funding for working parents)

30 hours childcare funding 2 year-olds (Expanded funding for working parents)

15 hours childcare funding 2 year olds (Targeted funding)

Norcot Early Years Centre's governing body has approved terms and conditions of allocating hours under these funding schemes. Families will be asked for their eligibility

code and this needs to be verified via the RBC portal before additional hours/sessions are confirmed.

Staff discount:

A staff discount of 60% will apply to the working days only. This includes 2 year old funding as well as universal 15 hours and extended hours under the 30-hour scheme as appropriate each school term. Staff discount of 60% cannot be used in conjunction with 10% sibling discount.

Additional Non-Funded Places:

Families may apply to pay for additional places to their child's 15 hours should there be spaces in the Nursery School. This only applies to children the term after their 2nd birthday.

These will be allocated under the criteria in (**Appendix ii**). A request for these spaces should be made in writing to the Headteacher stating the criteria under which the application is made.

Charges for these will be at the equivalent day care rates but there will be no charges during school holidays.

These additional non-funded places cannot be exchanged for flexi-schooling places. New children have priority over non-funded places.

Families will be required to sign a contract agreeing to terms and conditions and pay a deposit. This deposit will be refunded on the final invoice.

Non-funded places are only available if we have no children on our waiting list eligible for a government funded place. A paid for place may be withdrawn at the beginning of the next intake if we have children on our government funded waiting list. Intakes are in September, January and April.

This policy links to:

- Attendance Policy
- SEND Policy
- Safeguarding Policy
- Charging policy

Wraparound Care

The governing body has stated that wraparound care clubs cannot be accessed until a child is 3 years old or the term after their 3rd birthday.

Wraparound care includes after school club, tea club, and holiday club. Terms and conditions and booking forms are available from the nursery school office.

Families will be required to sign the booking form agreeing to terms and conditions and pay a deposit. This deposit will be refunded on the final invoice.

Appendix i

Norcot Early Years Centre Flexi Schooling Agreement with Families

""Flexi-schooling" or "flexible school attendance" is an arrangement between the parent and the school where the child is registered at school and attends the school only part time; the rest of the time the child is home educated. This can be a long-term arrangement or a short-term measure for a particular reason. "Flexi-schooling" is a legal option provided that the head teacher at the school concerned agrees to the arrangement. The child will be required to follow the Early Years Foundation Stage whilst at school but not whilst he or she is being educated at home." (Elective Home Education DCFS 2007)

The pupil can be recorded as attending 'an approved educational activity' (Code B) if:

- i. the activity had been approved by an authorised person on behalf of the proprietor of the school or headteacher of the nursery school;*
- ii. the activity takes place during the nursery school session in question;*
- iii. the activity was educational in nature; and*
- iv. the person supervising the activity at the time had been authorised by the proprietor or the headteacher of the school.*

The proprietor of a maintained school is the governing body. "

Child's name _____ DOB _____

This agreement recognises that _____ will not normally be attending the Centre on a

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ AM/PM (please tick box and delete session).

Monday _____ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ ALL DAY (please tick box and delete session). Please indicate if Friday is AM only.

The Headteacher discretion will be used if more than 1 session for 15 funded hours or 1 day for 30 funded hours is required.

- The register will be marked as Code B if your child attends their flexi session and will be marked as an authorised absence if you inform us that they are unable to attend due to sickness, doctors' appointments etc.
- Should there be any special events on the day your child is on Flexi schooling you are welcome to arrange with the Head or Deputy for them to attend on these occasions.

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- If you choose to employ other people to educate your child at home, you will be responsible for making sure that those whom you engage are suitable to have access to children.
- We will have termly meetings between you (the parents) and the Centre to ensure your child achieves their potential and to promote good home-school relationships (to be agreed) during the progress meeting.
- The Centre will notify the governors of the flexi school arrangement in place for your child.
- Either party may withdraw from the agreement at the end of each term with one months' notice.

Suggested learning opportunities are:

- Swimming
- Library visits
- Dance class / gymnastics
- Music lessons
- Learning a language
- Faith group activity

I wish to enter into a flexi school agreement with Norcot Early Years Centre. I understand that I must comply with the terms above and in signing this form have agreed to do so.

Signed:

Parent or Guardian

I agree for _____ to be home schooled under the above terms.

Signed

Yours sincerely,



Mrs. Katarina Bingham
Headteacher

Appendix ii

Terms and conditions of a non-funded place at Norcot Early Years Centre

The offer of a non-funded place is subject to the following terms and conditions. They should be used in conjunction with the policies and procedures already in place at Norcot Early Years Centre.

- This place is available on the condition that there are no children on the waiting list eligible for a government funded place. Should a child's name be placed on the waiting list your place will be withdrawn at the beginning of the next intake. Intakes are September, January and April.
- A minimum of 3 registered sessions, either morning or afternoon, must be booked.
- Parents will normally be informed by letter or telephone on receipt of their completed application form.
- The place is offered subject to a deposit of 4 weeks' fees being paid in advance and prompt payment of fees on a regular basis on receipt of an invoice. The deposit will be refunded when the paid-for place ends subject to your account being paid up to date.

Four weeks' notice is required for terminating your place.

- Charges for these will be comparable to day care rates, for term-time only. These additional non-funded places cannot be exchanged for flexi-schooling places.
- Attendance is monitored and the Governors have the right to withdraw a place in the event of persistent poor attendance.
- Subject to availability we may be able to offer an emergency session for a specific purpose where the parent is unable to secure any other childcare on receipt of an Emergency Session Request form.
- The registered sessions will be pre-booked and cannot be changed from week to week.
- Fees are due if your child is away unwell or on holiday.
- Non-payment of fees may result in withdrawal of the place and legal proceedings may follow.

Norcot Early Years Centre reserves the right to change these Terms and Conditions as necessary.

Appendix iii

Early Years Specialist Centre Admissions

Indicators for Panel Consensus

The Early Years Specialist Centres caters for children who require specialist provision to meet their special educational needs. This is for children who will require a high level of support involving 1:1 or 1:2 adult support.

Children will be considered for a placement where they will benefit from a combination of: speech and language therapy; a low arousal environment; a personalised sensory diet and supported access to a differentiated curriculum requiring specialist provision.

Children who are based at the Maintained Nursery School that the specialist setting is attached to (Norcot/Newbridge/Blagdon) will not automatically be prioritised for a placement in the specialist centre.

Children from across **Reading Borough Council** will be considered equally for a placement based on needs.

Children considered for admission to the specialist centres will:

- Have Social Communication Difficulties/Autism, Sensory Processing or learning needs as their primary need.
- Not have Profound and Multiple Learning Difficulties (PMLD) as their primary need.
- Not have physical disabilities as their primary need.
- Not have Hearing Impairment/Visual Impairment/Multi-Sensory Impairment as their primary need.

The panel will consider admissions requests based on the child's needs and circumstances; the current cohort of children attending the centre and whether the admission of a new child will still ensure that all children attending the setting are supported to meet their educational needs.

Children identified for application to the specialist setting will usually be known to support services e.g. Portage & Educational Psychologist Service, Early Years SEND Advisory Service & Speech and Language therapists and their views will be sought in considering the admission request.

Before an admission request is brought to panel, the family will be invited into the setting for a showround and initial assessment visit where staff from the setting will meet with parents/carers and observe the child to gather information to assist in the panel in their consideration of whether the specialist centre is an appropriate placement. The initial assessment visit may take place in the base during the initial show round or a visit to the child's current setting may take place.

The progress of children in the specialist centre will be reviewed. The review will consider whether the Early Years Specialist Centre is effective in meeting the child's needs or whether any of the exit criteria have been met.

Admissions Indicators

The indicators that the admissions panel will be taking into consideration when deciding if a placement at the Early Years Specialist Centre is suitable for a child will include:

- Child is finding it challenging to access a mainstream curriculum.
- Need support from familiar keyperson to engage in the fundamentals of communication e.g.
 - *giving and sharing attention with another person*

- *taking turns in exchange of behaviours*
 - *understanding and using eye contact, facial expressions, nonverbal gestures and use of physical contacts.*
 - *Learning how to use vocalisations and understanding variations and meaning*
-
- Shows signs of anxiety about what is expected of them; requiring visual cues and adult support to follow the routine and follow simple step instructions.
 - Needs support to understand social cues when interacting for social purposes with peers/adults.
 - Requires sensory support to manage the day to day routines and may demonstrate sensory seeking or sensory avoidance behaviours
 - Needs support to engage in joint attention on an individual or small group basis
 - Child's play needs support from an adult for child to participate, and child needs support to move to another activity.

Transition to mainstream classroom/Exit Criteria indicators

Please refer to the SLA Admissions arrangements (Appendix B) for further information about when a change of placement may be considered.

The list below are indicators for when an Early Years Child within the specialist centre Base has made progress and could have their needs met in a mainstream early year setting with appropriate support.

Communication

- Shows communicative behaviour to request using a range of means (verbal, symbols, actions) to express some wants/needs
- Aware of objects/visual cues and that they carry meaning.
- Approaches familiar person to communicate.
- Follows simple instructions with visual support.
- Starting to use speech for a range of functions- greetings/ requests/ choices/ comments, especially in small group situations.

Social Interaction and play

- Shows motivation to interact with others and can engage in social cues with support e.g. waiting for a turn; responding during a gap in conversation in small group situations. • Able to engage in shared attention group activity with key adults
- Can wait a turn in a structured small group with adult support.
- Demonstrates use of functional visual communication gestures/eye contact in appropriate situations. **Routines**

- Able to adapt to a familiar environment with visual prompt and adult support.
- Able to change activity with appropriate visual support such as a now/next board.
- May use a visual support system or cues to access and complete activities or sequences
- Demonstrate some awareness of needs and will make these needs known in a consistent manner.

Sensory Regulation

- Able to engage in a programme of sensory support including calming techniques and movement breaks e.g. Accept physical comfort from familiar caregiver; soothed by touch; comforted by familiar items;
- Able to show engagement with support to focus and manage sensory experiences in the background environment.

Policy Agreed: October 2025

Policy to be reviewed annually by Finance & Premises Committee

Norcot Early Years Centre 30 hours Free Childcare offer



What is 30 Hours free childcare?

From September 2025 many working parents of 9 month old babies up to 4 year olds in England become eligible for 30 hours of free childcare.

It is important to note that the free 30 hours is only for **38 weeks** per year in the Nursery School. It is basically equivalent to school term times. If you are eligible for the free childcare, you will have the the option to use it for up to 30 hours per week for 38 weeks of the year (term time).

In our Day Care we can stretch the 30 hours to 51 weeks per year giving you up to 22.35 hours funding each week. This is because Day Care is open all year round.

Will my child get it?

Not necessarily, as not everyone is eligible. Please check online for your eligibility and let us know your funding code.

There is detailed guidance available on the DFE website:

<https://www.gov.uk/free-childcare-if-working>

The basic eligibility rules for 30 hours free childcare are:

- Your child will be aged 9 months, 2 years or 3 years old by 31 August / 31 December or 31 March.
- Both parents must be working – or the sole parent is working in a lone parent family.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than £100,000.
- You live in England.

We will verify your eligibility by using the online tool provided by Reading Borough Council prior to your child's admission.

At Norcot we are offering up to:

- 30 hrs term time only, **38 weeks in Nursery School and Waterside**
- 22.35 hrs all year round, **51 weeks in Waterside only**

Examples of what this will mean for you:

Waterside

We will continue to invoice you in the usual way with your additional entitlement deducted. You will need to advise us if you want to stretch your 30 hours entitlement over 51 weeks or claim 30 hours the per school year of 38 weeks.

Nursery School

Child attends every day including lunch time, and leaving at 12.15pm on a Friday, term-time only, gives you 30 hours childcare a week for 38 weeks per year.

PLEASE NOTE:

You will not be able to accrue unused hours. For example: If you use less than 30 hours during term time you cannot bank hours to use for after school childcare.

Each offer is up to the hours quoted. i.e. Up to 30 hours for 38 weeks, up to 22.35 hours for 51 weeks (Waterside only)

It is very important that you decide on the offer that you require. Eligibility will be checked before each term. You will need to ensure you renew your eligibility each term via HMRC when you receive your reminder.

If you have any queries please contact:

Waterside Day Care: 0118 9375677

Nursery School: 0118 9375577

Waterside Day Care children aged 3 or 4 years old will be charged a consumables fee to cover meals, snacks, nappies, wipes etc. This is shown on the calendar monthly invoice and is in accordance with our Provider Agreement with the Local Authority.

If you require after school childcare in the Nursery School to extend the day, fees will be payable at the published rates. The free entitlement is for term-time nursery sessions only.