Admissions

Policy and purpose
Our preschool nursery is available to all children aged between 2- 5 years old, your child/ren may attend either term time only or all year round. Funding can be used term time only or stretched across the whole year as required.

Children aged over 5 years old, may attend our before, afterschool and holiday clubs, alongside the preschool children.

- Prospective parents are invited to come and visit our preschool during working hours, this provides an opportunity for new parents to see how the group operates. Appointments can be made by contacting the setting either by email or phone call.

An introductory handbook is available on request, which gives prospective parents a brief insight into the set-up of the nursery. This includes an application form which parents should complete and return, stating the days/ sessions and times that you require your child to attend. **By completing the handbook and enrolling your child at one of our preschools, you are agreeing to abide by our policies and procedures**. Further information and a copy of our handbook and admissions policy can be downloaded from our websites; **https://harlestonpreschoolnursery.co.uk** **https://alburghwithdentonpreschoolnursery.co.uk**

- In the event that we are full, we operate a waiting list; and a place will be offered to your child/ren if or when there is availability.
- 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 free entitlements. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.
- Parents and Carers requiring extra sessions for their child should either speak to a member of staff or email the setting and arrangements will be made as soon as possible.
- We work with parents to ensure that as far as possible the hours/sessions that your child attends with their free funded entitlement are convenient to you and your child, given the availability we have at the time of registration.
- Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement.

Early Education is offered within the national parameters;

- No session to be longer than 10 hours
- Not before 8.00am or after 6.00pm
- A maximum of two sites in a single day
- Early Education is offered to families 50 weeks of the year and the funded hours can be claimed (to the maximum available)
- Funded hours can be claimed and used between the hours of 8am- 6pm Monday to Friday

Please see our Play sessions and Fees policy (PCG023) for more information

We recommend that the parents / carers attend the first 1 or 2 sessions with their child as required, if your child is not familiar with our preschool and has not attended Stay and Play sessions; thereby enabling the child to get to know the staff, and the layout of the building with the security and support of their parent on hand; any parent wishing to exceed this settling in period may do so.
Parents and children attending the sessions during this settling in period should arrive at 9.30am and leave by 12pm.

The preschool runs stay and play sessions during the school holidays, to support children and their parents to make healthy transitions into the preschool. These sessions are particularly useful for families with children on our waiting list preparing to start preschool, as they enable the children to get to know the setting and the staff, before being left for the first time.

Please contact the setting to arrange a suitable time for you and your child to come and attend a stay and play session, which are held during each school holiday period. Parents must remain with their child at all times during these sessions.

We follow the requirements of the EYFS (Sept 2026) https://assets.publishing.service.gov.uk/media/6a5f8e4fb00f3323bf1a23a1/EYFS_group_and_school_based_from_September_2026.pdf which ensures that we provide an inclusive environment for all children and their families. We are required to comply with the requirements of the Equalities Act 2010 and The Special Educational Needs Code of practice - 2015.
We monitor and review the progress and development of all our children. However, where a child appears to be behind expected levels of development or where a child's progress gives cause for concern, we adopt a graduated approach with 4 stages of action: Assess, Plan, Do & Review.
We work in partnership with parents and provide information on how we support their child's development, and we seek consent to apply for additional funding or request support from outside agencies where necessary.

We have a responsibility to identify groups of disadvantaged children who attend the setting and will apply for additional funding (EYPP) which is available locally, if families meet certain criteria. We use this funding to ensure support is in place, which aims to improve children's outcomes.
We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements 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 the 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 being 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 the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory, as well as on our websites https://harlestonpreschoolnursery.co.uk https://alburghwithdentonpreschoolnursery.co.uk and we will ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN, We will utilise the SEN inclusion fund and Disability Access Fund to deliver effective support.

We work with the local authority via 'SEND Local Offer' to ensure information is available locally to parents, to ensure they are able to make choices about the right childcare provision for their child with SEND. You can find out more about our Local Offer on our website.

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 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.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

Smooth transitions into and out of our preschool are very important to us, to you and for your child, we work closely with our families to discuss and agree how your child's overall care will work in practice, particularly where the funding entitlement is split across different providers, and if families transfer their funding claim to a new setting.
We will work with you to ensure, that as far as possible, the hours/sessions that can be taken as funded provision are convenient for your working hours.

Complaints policy
Our Complaints Policy is available to all families prior to registration. It is also available on our website, policy number PCG010 if you are not satisfied that you child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the manager, Jayne Rayner at jayne@alburghwithdentonpreschoolnursery.co.uk

The preschool Admissions (PCG001) policy and the Play Sessions, Fees and Charging and Charging Policy (PCG023) are available to all families as part of the registration process. They are also available to be viewed on our website.