



# **Heartwood CE VC Primary and Nursery School**

Nursery Admissions, Charging and Waiting List  
Procedure

Signed:

Date: November 2025

Review Date: November 2026

## Nursery Admissions, Charging and Waiting List Procedure



**Aims:** To settle the children into the school environment as quickly and as happily as possible. To enable staff to plan together for the learning needs of all the children in the class throughout the year. 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.

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.

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.

**The Admission and Charging Policies are issued to all families as part of the registration process. They are also available on our school website and printed copies from the school office.**

### **Our School**

#### 15 hour funding

Heartwood CE VC Primary and Nursery school is a 48 place Early Years setting for 3 and 4 year olds (24 per session).

We run a morning session (9am – 12am) and an afternoon session (12.30pm – 3-30pm) for 3 hours per session.

There is also the option to use the 15 hours over 2 and a half days.

The provision is available from Monday to Friday, during term time. All 3 and 4 year old children are entitled to 15 hours of Universal funded sessions a week and access to Early Years provision for 38 weeks a year.

#### 30 hour extended entitlement

All eligible families can use their 30 hour funding at Heartwood CE VC Primary and Nursery School if they meet the criteria. Sessions run from 9am – 3.30pm 6.5 hours per session.

The provision is available from Monday to Friday, during term time. All families who are eligible can use their 30 hour extended entitlement each week and access to Early Years provision for 38 weeks a year.

### **Funding**

Funding is available from the term following a child's third birthday. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. The free entitlements will be delivered consistently so that all children accessing any of the free entitlement will receive the same quality and access to provision. In order to claim the funding at the Nursery, the parent/carer is required to complete a parent/carer claim form once a term. This will be organised by the school. If the form is not completed and returned by the termly deadline, the child's place maybe offered to another child on the waiting list.

The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate. A deposit is not charged to secure your child's place.

### **Children in nappies.**

Children still in nappies are able to attend the nursery although we encourage children to be toilet trained before they start.

It is the responsibility of the parent/carer to toilet train their child and pay for the nappies and wipes. Parents and carers need to ensure that their child brings enough daily.

Please see the nappy changing policy.

### **Charges for additional services**

Charges for additional services such as trips will be agreed in advance with families. These will be payable to the school.

If a child attends for a full day, they will need to bring in a healthy packed lunch or you can purchase a school meal through Parent Pay. School meals are provided at a cost of £2.85 per meal per day.

There is no charge for the following –

- Snacks, milk and water
- Consumables
- Lunch cover for children attending all day

## **Notice Period**

If you no longer require a place at Heartwood Primary and Nursery we require a 4 week notice period, in writing. This notice period will begin from when we receive your notice in writing. Verbal notice is not accepted. This is to enable us to process and fill the vacancy.

If your child does not attend the nursery setting regularly the school may have to make the decision to terminate the child's place and offer to another child. If this decision is made, we will give 4 a week notice period.

## **Admissions**

We will work with parents and carers to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours. Heartwood Primary and Nursery offer admissions in line with Norfolk County Council Admissions. 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.

### **Admission of places is allocated as follows:**

1. Children with an Education Health and care Plan (EHCP) for special educational needs that names Heartwood Primary and Nursery School

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 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 and x to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

Please refer to the SEND/Inclusion Policy on our website concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

<https://www.heartwood.norfolk.sch.uk/page/?title=Policies&pid=143>

2. Are in the public care or have been adopted

3. Live within catchment area and a sibling is already in the School/Nursery. Please note that if there are more applications than there are places, priority will be given firstly be given to applicants who wish to take up the full 15/30 hours funding, except in exceptional circumstances, and secondly to those applicants who live closest to the school (distances are measured 'as the crow flies').

4. Live within the catchment area. Please note that if there are more applications than there are places, priority will be given firstly be given to applicants who wish to take up the full 15/30 hours funding, except in exceptional circumstances, and secondly to those applicants who live closest to the school (distances are measured 'as the crow flies').

5. Live outside the catchment area but already have a sibling in school. Please note that if there are more applications than there are places, priority will be given firstly be given to applicants who wish to take up the full 15/30 hours funding, except in exceptional circumstances, and secondly to those applicants who live closest to the school (distances are measured 'as the crow flies').

6. Live outside the catchment area. Please note that if there are more applications than there are places, priority will be given firstly be given to applicants who wish to take up the full 15/30 hours funding, except in exceptional circumstances, and secondly to those applicants who live closest to the school (distances are measured 'as the crow flies').

### **Applying for a place**

In order to request a place at Heartwood Primary and Nursery please contact the School Office for an application form. The child will then be added to the appropriate waiting list and places allocated as per the admissions policy. We offer 15 hours free funded places or 30 hour extended funded places over 5 sessions for all 3 and 4 year olds in the term following their third birthday. We prioritise children who wish to take up the full 15 or 30 hours curriculum time.

Early education is offered to families following guidance from the DFE:

- Early Education and Childcare Statutory Guidance for Local Authorities – **January 2024**
- Early years Entitlements: Operational Guidance For Local Authorities and Providers – **June 2018**

We also follow the minimum standards:

- 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

Early Education is offered to families 38 weeks of the year. The funded hours can be claimed up to 30 hours (if eligible).

Upon allocation and acceptance of a nursery place, parents/carers must provide the school with the completed nursery admissions form. They will also be required to provide the child's original birth certificate to evidence their date of birth. This is to confirm they have reached the eligible age for the free entitlements and a copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data. These documents must be received before the child can start their sessions. For more information on admissions or to book a visit to the school please contact the school office on Tel: 01760 721357 or email [office@heartwood.norfolk.sch.uk](mailto:office@heartwood.norfolk.sch.uk).

The Nursery may be required to close during term time but only in exceptional circumstances beyond our control such as extreme weather, unavoidable staff sickness, damage to premises, industrial actions, etc. We will give as much notice of these situations as possible.