Nursery Admissions Policy

Name of school: Poringland Primary School and Nursery
Date of Policy: Autumn 2026
Date of Review: Autumn 2027
Members of staff Responsible: Senior Leadership Team

1 Background

1.1 The Authority decides on the admissions policy for all schools except foundation and voluntary aided schools, which set their own.

1.2 Our school has adopted that laid down by Norfolk County Council, Children Services. A copy of our Admissions Policy is available on our website.

1.3 The wording of the policy and accompanying guidelines may be viewed at the Norfolk County Council website using the following links:

https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions

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

2. Nursery

2.1 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 that they have reached the eligible age for the free entitlements.

2.2 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.

2.3 Early Education is offered within the national parameters. Early Education is offered to families term time only.

Funded hours can be claimed –

Mon – 6.5 max hours = 08:30-11:30, 11.30-12.00 and 12:00-15:00
Tues – 6.5m ax hours = 08:30-11:30, 11.30 - 12.00 and 12:00-15:00
Wed – 6.5 max hours = 08:30-11:30, 11.30-12.00 and 12:00-15:00

There are 26 fully funded places for families, these sessions are available –

Mon – 6.5 max hours = 08:30-11:30, 11.30-12.00 and 12:00-15:00
Tues – 6.5 max hours = 08:30-11:30, 11.30-12.00 and 12:00-15:00
Wed – 6.5 max hours = 08:30-11:30, 11.30-12.00 and 12:00-15:00

If we are oversubscribed, preference will be given to children living nearest the school according to the following rules in this order of priority;

1. Children with a statement of special educational needs naming the nursery
2. Children in public care who are due to access three and four year old funding
3. Children who are due to access three and four year old funding who are living in the area served by the school and nursery and who have a brother or sister attending the school
4. Children who are due to access three and four year old funding who are living in the area served by the school and nursery
5. Children who are due to access three and four year old funding living outside the area served by the school and nursery and who have a brother or sister attending the school
6. Children who are due to access three and four year old funding living outside the area served by the school and nursery

If you are unable to pay our charges, please speak with the Head Teacher to discuss the alternative options available.

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

2.4 Early Education is offered to families during term time. The funded hours can be claimed (to the maximum available): Monday to Wednesday, 8.30am-11.30am, 11.30am-12.00pm and 12.00pm to 3.00pm.

2.5 We aim to identify all children that may attract any addition 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. 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.

We publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory and the school website to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

2.6 We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

3 Review

3.1 This Policy will be reviewed annually