



Fakenham Infant & Nursery School

Early Years unit Admissions Policy

Fakenham Infant and Nursery School manages admissions to the Nursery and the Sunshine room. Admission to the Main School, i.e. Reception class is managed by Norfolk County Council.

Admission to the Nursery / Sunshine room does not guarantee admission to Fakenham Infant and Nursery School. The admission policy is made available to all families as part of the registration process through the Nursery brochure / school website / upon request.

We offer a Nursery attached to the school for children aged three and four. There are places available in the morning, afternoon or combination of both.

Early education is offered to families 38 weeks of the year. The funded hours can be claimed (to the maximum available)

• Monday	8:40am to 11:40am	12:10pm to 15:10pm
• Tuesday	8.40am to 11:40am	12:10pm to 15:10pm
• Wednesday	8.40am to 11:40am	12:10pm to 15:10pm
• Thursday	8.40am to 11:40am	12:10pm to 15:10pm
• Friday	8.40am to 11:40am	12:10pm to 15:10pm

Nursery has 3 intakes - September, January and Easter. Children are entitled to start Nursery the term after their third birthday; however, this is dependent on the number of places we have available.

Our Nursery offers part time and full time funded and non - funded places. This includes the extended 30 hours provision. We also offer a lunch time session 11:40- 12:10 which is a chargeable service.

Parents are required to register their children for our Nursery. These parents will be contacted at the end of each term to see whether they would like to accept a Nursery place for the following term. Nursery places are limited, and we offer sessions on a first come first served basis.

Our Sunshine room is attached to the Nursery and is for children aged two. In our Sunshine room there are places available in the morning, afternoon or combination of both.

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

Sunshine Room operates the same hours as our nursery. We also offer a lunch time session for 11:40am to 12:10pm which is a chargeable service.

Monday	8:40am to 11:40am	12:10pm to 15:10pm
Tuesday	8:40am to 11:40am	12:10pm to 15:10pm
Wednesday	8:40am to 11:40am	12:10pm to 15:10pm
Thursday	8:40am to 11:40am	12:10pm to 15:10pm
Friday	8:40am to 11:40am	12:10pm to 15:10pm

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.

Parents can use their funded session with up to 3 providers.

We need to be informed what these hours and who the other providers are so we can work consistently with the other setting(s).

Parents are asked to book which sessions they would like their children to attend. If they wish to change these sessions, they are subject to availability and changes can be made on a half termly basis. Personal information is required from parents to ensure we can complete the funding process (such as national insurance number and parent date of birth)

As part of the registration process, parents/carers will be required to provide documented evidence of a child's date of birth. This is to confirm they have reached the eligible age for the free entitlement. A copy of the document will be retained. This will be stored securely and destroyed when there is no good reason to keep the data.

There is a settling in period at the beginning of each term to allow your child to feel as comfortable as possible before being left on their own. This varies

according to term dates. During this term your child may have reduced access to the Nursery.

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 their 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.

Signed

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Head Teacher

Date

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Chair of governors

Date

"Together We can"

