



Nursery Admissions POLICY

Formally adopted by the Governing Body of:	Redcastle Family School
On:	
Signed by Chair of Governors: <i>Maureen Eade</i>	<i>M Eade</i>
Last updated:	July 2026
Review date:	July 2027



Redcastle Family School Nursery Admission Policy

Redcastle Family School's Nursery is for 2, 3 and 4 year olds, running a morning session 8.40-11.40am and an afternoon session, 12:20-3:20pm Monday to Friday in term time, for 3 hours per session. Children are able to access our nursery as soon as they turn 2.

All 3 and 4 year old children are entitled to 15 hours a week of funding to access an Early Years provision for 38 weeks a year. Additional sessions for all children can also be bought if space is available. Funding is available from the September following a child's third birthday.

2 year old funding is available for parents who meet the qualifying criteria. This entitlement could be for 15 or 30 hours per week.

At Sandcastles Nursery, parents can use their free entitlement of 15 hours or 30 hours per week. This can be used between our nursery and up to two other settings, however, a maximum of two settings in a single day. Redcastle Nursery provides 3 hour sessions in the mornings. The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision.

This is all funded through the free entitlement so will not cost parents anything.

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.

Notice Period

If you no longer require a place at Sandcastles Nursery we require notice in writing. Verbal notice is not acceptable. This is to enable us to process and fill the vacancy.

Admissions

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

Admission of places is allocated as follows:-

1. Are in the public care or have been adopted
2. Live within catchment area and a sibling is already in the School/Nursery
3. Live within the catchment area
4. Live outside the catchment area but already have a sibling in school
5. Live outside the catchment area



In order to request a place at Sandcastles Nursery, the nursery application form needs to be completed which is available from the school office. The child will then be added to the waiting list and places allocated as per the admissions policy.

We offer 15 hours free funded places over 5 sessions for all 3 and 4 year olds in the September following their third birthday, 30 hours free for those families who meet the government criteria.

Please check if you are entitled to 30 hours on the HMRC website. You will need to provide a valid HMRC code each term.

Early education is offered to families 38 weeks of the year, the funded hours can be claimed to the maximum available (15 hours):-

Monday 8.40am – 11.40am

Tuesday 8.40am – 11.40am

Wednesday 8.40am – 11.40am

Thursday 8.40am – 11.40am

Friday 8.40am – 11.40am

Monday 12:20pm – 3:20pm

Tuesday 12:20pm – 3:20pm

Wednesday 12:20pm – 3:20pm

Thursday 12:20pm – 3:20pm

Friday 12:20pm – 3:20pm

Upon allocation and acceptance of a nursery place, parents/carers must provide the school with the completed nursery admissions form and the child's original **FULL** birth certificate for photocopying. These documents must be received before the child can start their sessions.

Please be aware that having a child educated within our school Nursery does not guarantee a place in the Reception class at our school. Reception admissions are administered by Norfolk County Council School Admissions.

SEND

Our nursery is committed to providing a welcoming, stimulating and immersive environment to support the needs and develop the learning of the children and families who use our nursery. Every child and family in our nursery is valued and diversity is celebrated. We provide a broad and balanced curriculum which allows each child to achieve, develop and grow.

We offer an inclusive curriculum to ensure the best possible progress for all of our children whatever their needs. This incorporates all children with SEND as well as those from Ethnic groups and Looked-After Children.

We follow the requirements of the EYFS 2024 and provide an inclusive environment for children and their families. We comply with the requirements of the Equalities Act 2010 and the Special Educational Needs Code of Practice 2015. We advocate multi-agency working and plan to meet individual needs so that all children make progress.



Enquiries about an individual child's progress should be addressed at first to the **key person**. Other enquiries can be addressed to: Amy Beavis or Caitlin Thelwell: Nursery Teachers, Catherine Paynter: Assistant Headteacher, EYFS Lead or Emma Denty :Deputy Head/SENCO.

There are four broad categories of SEND:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Physical and Sensory

We work closely with parents and carers of children with SEND to ensure we take into account everyone's views, aspirations and hopes for their child. Once a potential special education need is identified, four types of action should be taken to put effective support in place:

1. Assess
2. Plan
3. Do
4. Review

This will be known as graduated support.

Specialist Services and teachers with additional specialist qualifications may be called upon to provide intensive specific programmes to be followed by all adults coming into active learning situations with the child. Further information and Redcastle Family School SEND policy can be accessed on our school website.

Early Years Pupil Premium

We aim to identify all children who are entitled to additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to support and improve their outcomes. We aim to inform/discuss with parents/carers about how this money is used to support their child.

Setting Closures

Redcastle Nursery runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and teacher trainings days. 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.



Complaints Procedure

We aim for all nursery users to be happy with the service we provide. However, where parents and carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and Early Education and Childcare Statutory guidance for Local Authorities), a complaint can be submitted to James Julian. The Complaints Procedure can be accessed on the school website: redcastleschool.org.uk

If you would like a paper copy of the Complaints Procedure/Policy, please contact the school office on 01842 752239.