

Hevingham Under 5's Admission Policy for Pre-school Intake children



Dates of Entry

Children are entitled to 15 hours funded pre-school hours per week and are eligible for this the term after their third birthday. This can be taken in any of our morning or afternoon sessions to suit a families need.

We are able to take children as 'rising 3's' immediately after they turn 3 but this is a non-funded place.

Admission Guidelines

All admissions to Hevingham Under 5's are subject to Norfolk County Council Guidelines which are as follows:

1. Children in public care who are due to access three and four year old funding.
2. Children with an Educational Health Care Plan naming Hevingham Under 5's.
3. Children who are due to access three and four year old funding who are living in Hevingham with a sibling at Hevingham Primary School.
4. Children who are due to access three and four year old funding who are living in Hevingham.
5. Children who are due to access three and four year old funding who are living outside of Hevingham and have a sibling attending Hevingham Primary School.
6. Children who are due to access three and four year old funding who are living outside of Hevingham.

Admission Policy

Allocation to the pre-school is determined by Hevingham Under 5's as we receive application forms. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

The pre-school has 20 places in any one session – 4 2 year old places and 16 3/4 year old places. Children are introduced gradually into the pre-school, after an initial home visit offered at end of the preceding term before starting.

Session choice is very flexible but is always subject to space available. Additional hours, if available, may be purchased at the published rate. Any changes to session choice will be considered at the discretion of the School Business Manager and the Headteacher. Children may attend part-time until they are ready for full-time sessions.

We aim to identify all disadvantaged children in our setting 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.

SEND Support

If a child has any additional needs, we refer to our SEND/inclusion policy to ensure that the correct support is provided for children and their families. This includes supporting transition to schools appropriate for their need.

Procedure After Initial Contact/Enquiry

1. Send/provide pre-school brochure
Family encouraged to visit the nursery

2. First visit:

The family will be taken on a tour of the nursery

Have an opportunity to ask questions

Be invited to put their child's name on a waiting list (paying the required deposit to secure a place)

3. The family will be notified by the pre-school, that their child has been allocated a place.

4. The parents are invited to a new parents' drop-in session with their child. During this time a home visit will be arranged and induction arrangements explained.

Transfer from the pre-school to reception

Children in the pre-school will not necessarily have a place in the reception class. Decisions on place allocation are taken by the authority.