Increasing outcomes

Increasing life-chances

Nursery Admissions Policy



Signed: on behalf of Inclusive Schools Trust

Date: 17.03.2026

ALL DIFFERENT, ALL EQUAL, ALL LEARNING

MOUSEHOLD INFANT AND NURSERY SCHOOL Nursery Admissions Policy

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Statement of intent

Mousehold Infant and Nursery School aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into Reception class.

Our nursery team consists of a full-time teacher who is supported by a team of experienced nursery practitioners. Our nursery is involved in the day-to-day life of the school with opportunities for the children to visit the school library, special events and spend time with the Reception class as they prepare to transition into the main school.

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.

This also means that our school values and vision are embedded within the nursery. Our **High Five** (Respect, Help, Learn, Enjoy, Achieve) underpins everything:

Children leave Mousehold as successful learners who:

- are critical thinkers, with enquiring minds who can adapt to the ever-changing world around them. **(respect)**
- can understand, cooperate and shape the world together. **(help)**

- are motivated and passionate about lifelong learning. **(learn)**
- are happy and confident to succeed in modern British society. **(enjoy)**
- are resilient, with a growth mindset to carry on achieving. (**achieve)**

The board of Trustees of Inclusive Schools Trust is the admission authority and responsible for setting the nursery's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

Our nursery runs during term time only. Term dates (operational weeks) will be sent to all parents at the beginning of each academic year or when the child is due to start with us.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE 'School Admissions Code'
- DfE 'School Admission Appeals Code'
- DfE 'Early education and childcare'
- DfE 'Early years entitlements: local authority funding of providers operational guide 2022 to 2023'

This policy operates in conjunction with the following policies:

- Norfolk County Council Admissions Policy
- GDPR Data Protection Whole School Policy

2. Application process

Parents choosing to send their child to our nursery will need to register their interest with the School Office via email at **officemousehold@istnorfolk.co.uk**. You will be sent details of our next Open Event for you and your child to attend, where you will be able to collect and complete a registration form to formally enlist your child on our waiting list. We will then contact you when a place becomes available, or when your child reaches the appropriate age.

As part of the registration process parents, guardians or carers will be required to provide documentation to evidence their child's date of birth (birth certificate or passport) to confirm that they have reached the eligible age for the free entitlement. A copy will not be retained but may be requested again at a later date.

Early education is offered within the national parameters –

- No daily 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

The nursery and the main school have separate admissions arrangements, therefore, a child having a place at our nursery does not automatically mean they will be admitted into our school. Each place will need to be applied for following the correct admission procedure.

The Admissions Policy is available to all families as part of the registration process and is available on the school website www.mouseholdinfants.com or upon request.
Mousehold Infant and Nursery School follow the Norfolk County Council admissions process so all requests for school places (Reception to Year 2) need to go through admissions. The details of their policy can be found in the booklet: A Parent's Guide to Primary, Infant and First Schools in Norfolk, which is published annually and is available online. Further information about admissions can be obtained from the Local Authority Admissions department:

http://www.norfolk.gov.uk/childrens_services/Schools/School_admissions/index.htm

Admissions Room 7
County Hall
Martineau Lane
Norwich
NR1 2DH

Telephone: 0344 800 8020

Fax: 01603 223722

Email: admissions@norfolk.gov.uk

Decisions about places will be made:

· By May 31st for the September intake

· By November 30th for the January intake

· By Feb 28th for the April intake

We ask families to register an initial interest by completing an application form (Appendix 1). We will then place the child on our waiting list. **Registration of interest does not guarantee a place within the nursery.** Notification of places will normally be by email. With this notification, we will also provide an application and information pack. To support us in managing a more accurate waiting list, you must indicate whether you would like to remain on the list after your requested starting date.

If the nursery is full at the start of the Autumn term, there will be no intake for the Spring and Summer terms. Places will be allocated, from the waiting list, if space becomes available.

Admission of nursery places are allocated as follows:

1. Children with an EHCP naming the nursery
2. Children who are in public care or have been adopted from public care
3. Children who are living in the catchment area served by Mousehold Infant and Nursery School and who have a sibling attending Mousehold Infant and Nursery School
4. Children who are living in the catchment area served by Mousehold Infant and Nursery School and who have a sibling attending George White Junior School
5. Children who are living in the catchment area
6. Children who are living outside the catchment area served by Mousehold Infant and Nursery School and who have a sibling attending Mousehold Infant and Nursery School
7. Children who are living outside the catchment area served by Mousehold Infant and Nursery School and who have a sibling attending George White Junior School.
8. Children who are living outside the catchment area

***NB** Due to limiting budgetary restrictions, priority will always be given to parents making FULL use of the 15 hours available.*

Minimum hours for attendance:

- *Age 2 to 2.5 years: minimum of one day which must be split over two sessions*
- *Age 2.5 and older: minimum of two full days (potential to split this over four sessions)*

Minimum hours are set to ensure the children have enough time to settle, develop relationships with staff and ensure staff can get to know the children in order to provide the highest quality care and education.

3. Equal Opportunities

The nursery will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

Please also see our Pupils, Equality, Equity, Diversity and Inclusion Policy on the Trust website: Policies – IS Trust

4. Free childcare arrangements

The LA is required to secure free places offering 570 hours childcare a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined below.

Children are eligible for free childcare from the relevant dates outlined below up until the beginning of the term following their fifth birthday.

With regards to the age criteria, children will be eligible as follows:

- Born between 1 January – 31 March: eligible from the start of term beginning on, or following, 1 April after the child's third birthday
- Born between 1 April – 31 August: eligible from the start of term beginning on, or following, 1 September after the child's third birthday
- Born between 1 September – 31 December: eligible from the start of term beginning on, or following, 1 January after the child's third birthday

The nursery can accommodate a maximum of 40 nursery children in each session.

The nursery offers 30 hours free childcare as an extension to the universal 15 hours free childcare. Eligibility for 30 hours free childcare must be applied for via the Government Gateway at https://www.gov.uk/apply-30-hours-free-childcare.

For children who take up their place later in the year or have moved to the LA part-way through the year, the LA will secure a prorated number of free hours. The total number of hours will be adjusted to reflect the portion of the year remaining.

The LA will ensure that any three- or four-year-olds moving to England from another country can access their free place on the same basis as other children.
How funded hours can be used:

- Children eligible for the 30 hours free childcare are entitled to use their 30 hours between the hours of 8.40am and 3.10pm, Monday to Friday.
- All other children, eligible for the 15 hours universal free childcare, are entitled to use their 15 hours between the hours of 8:40am and 3:10pm, Monday to Friday.
- Funding is available to be used in continuous blocks, should you choose to use it this way.
- Any additional hours used (over and above the 15 or 30 free funded hours) will be charged for, as per the fees table in section 9.

Please Note: 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.

Working in partnership

We will work in partnership with parents, carers, childcare providers, the LA and other organisations to improve provision and outcomes for children in our setting. Where required we will seek parent/carer consent to collect, share and use information in accordance with the Data Protection Act and General Data Protection Regulations.

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.

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.

5. Eligibility for 30 hours free childcare

Parents of children aged three and four must meet one of the following criteria in order to be eligible for 30 hours' free childcare:

- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they do not need to meet the income criteria for 12 months)
- The parent is seeking the free childcare to enable them to work
- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
- One parent meets the income criteria, and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
- If a non-European Economic Area national, the parent has recourse to public funds

Parents should check their own eligibility for the scheme using the government's Best Start in Life - Best Start in Life website. If parents are eligible, they will be directed to the digital childcare service to apply.

Parents can only start claiming their 30 hours free childcare the term following the date they receive a decision from HMRC. For this reason, parents are urged to apply as soon as possible. If eligible, parents must provide the nursery with their unique code to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth. As the free childcare cannot be claimed until the code has been verified, parents should provide the nursery with this information

as soon as possible in order to avoid delay. Parents will be prompted every three months by HMRC to reconfirm that they remain eligible for free childcare.

The LA will audit the eligibility codes at six points during the year to identify any parents who have fallen out of free childcare eligibility. The LA will notify the nursery as soon as possible where parents have fallen out of their eligibility.

If parents cease to meet eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time. If a parent falls into their grace period before their child has started a 30-hour place, they should not take up their 30-hour place. The grace period will not continue once a child has reached compulsory school age. Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.

A parent who becomes ineligible during the first half of a funding block will have their free childcare funded until the end of that funding block (i.e. 31 March, 31 August, 31 December) or for as long as their child remains under the compulsory school age, whichever is shorter. A parent who becomes ineligible in the latter half of the funding block (i.e. up to the last day of the funding block) will be funded until the end of the following funding block or for as long as their child remains under the compulsory school age, whichever is shorter. If a parent becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care for their child.

6. Eligibility for two-year-olds (The provision for 2-year-olds is not currently offered)

Your 2-year-old can get free childcare if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2- year-olds can also get free childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3-and-4-year-old funding universal entitlement or working parent entitlement.

If you're a non- UK citizen who cannot claim benefits

If your immigration status says you have 'no recourse to public funds', you may still get free childcare for your 2-year-old. You must live in England and your household income must be no more than:

- £26,500 for families outside of London with one child
- £34,500 for families within London with one child
- £30,600 for families outside of London with two or more children
- £38,600 for families within London with two or more children You cannot have more than

  £16,000 in savings or investments.

7. Extension of 30 hours to children in foster care

Children in foster care are also eligible for the additional hours, provided that they meet all of the following criteria:

1. Accessing the extended hours is consistent with the child's care plan, placing the child at the centre of the process and decision-making.
2. That, in single parent foster families, the foster parent engages in paid work outside their role as a foster parent; and
3. In two parent foster families, both individuals engage in paid work outside their role as a foster parent

In accordance with criteria 3, if one individual is not a foster parent, then they must be in qualifying paid work and earn a minimum of the equivalent to 16 hours at National Minimum Wage or National Living Wage to be eligible. There is no requirement on the type of work or number of hours that a foster parent must work in order to access the 30 hours, and there is no minimum earnings limit – although they must be engaging in paid work. Children in foster care will continue to be eligible for the universal 15 hours regardless of the working status of their foster parents. There is no requirement to access the full 30 hours if this is not necessary.

To apply for the additional hours, foster parents must apply directly to the LA – there is no requirement to apply via the childcare service. When initiating an application, foster parents are required to inform the child's social worker. A designated individual, as determined by the LA, will counter-sign the foster parent's application to confirm eligibility. They may be, for example:

- The child's social worker; or
- A supervising social worker; or
- An independent reviewing officer appointed by the LA to protect the child's interests throughout the care planning process.

In some cases, the LA may deem is appropriate for the application not to have a second signature – this will be agreed between the LA and foster parent before the application is made. The signed form (by the parent only) will be sent directly to the contact within the LA who is responsible for issuing codes.

The LA has the flexibility to develop a policy and procedure for establishing the eligibility of children in foster care. Any process developed will be proportionate, flexible and aligned with the existing process as far as possible, with the focus being ensuring consistency with a child's specific care plan.

All foster parents will have access to the LA's locally agreed policies and procedures for determining eligibility. In particular, foster parents will be provided with the following:

- The role of the designated person
- Who the designated person is and how to contact them
- What evidence the foster parents should be expected to provide
- How the foster parent should pass the form to the LA

- How/if the evidence will be stored once the form is completed and approved
- The timeframe by which the designated person will respond to any application – this will be no later than four weeks from the receipt of the application

Where the LA determines that an application for the additional hours is not consistent with a child's care plan, they will not be eligible, regardless of whether parents satisfy the other criteria outlined at the start of this section.

Where an application is approved, details will be entered onto the eligibility checking system where a record will be created for the child. Once the code is generated, this will be sent to parents via email and the child's social worker will be informed that the code has been issued. Once foster parents have received the code; the process is the same as that outlined in the Eligibility for 30 hours free childcare section of this policy.

Foster parents will be required to re-confirm their eligibility every three months and will be prompted in advance of the deadline. The LA is free to determine the exact evidence required from foster parents to re-confirm eligibility, which will be made clear to parents during the initial application. At a minimum, the LA will be satisfied that:

- The placement is still ongoing.
- Accessing the additional hours is still consistent with the child's care plan; and
- The foster parents are still engaging in paid work outside their role as a foster parent.

If a foster parent is unhappy about the decision made by the LA, they should follow the LA's complaints process and contact the child's social worker.

8. Application timetable

A child is deemed to be of nursery age from the beginning of the term following their third birthday, or second birthday, where eligible. Parents may register their interest in a place at the nursery at any time during the year following their child's third birthday, or second birthday, where eligible.

Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.

The LA will consider securing additional free hours for parents who have applied or re -confirmed by the deadline, but receive their valid 30 hours eligibility code after the beginning of the term, up to the dates set out below:

- Application/re-confirmation by 31 August – code start date between 1 – 14 September
- Application/re-confirmation by 31 December – code start date between 1 – 14 January
- Application/re-confirmation by 31 March – code start date between 1 – 14 April

The LA is not required to secure additional free hours where the parent has applied after 31 August, 31 December or 31 March, or for any codes issued after the dates outlined above

9. Fees

Unfunded hours are charged as follows:

3 & 4 Year Olds	
Full Day (6.5 hours)	£37.50
Am Only (3 hours)	£17.34

PM Only (3 hours)	£17.34
Lunchtime supervision (0.5 hours)	£2.89

Please note: Session costs are due to increase in April each year in line with Norfolk County Council funding rates. Families will be given at least 6 weeks' notice in writing to inform them of any change.

How to Pay for 15+ Hours

Any additional sessions must be paid for in advance. This allows us to secure the correct staffing ratios. An invoice will be issued at the start of each month unless the balance equals zero, giving parents time to make the required payment for their child to be able to attend. Payment can currently be made by BACS or Childcare Vouchers. Please refer to the trusts Bad Debt Recovery Policy which can be accessed at: www.inclusiveschoolstrust.co.uk regarding late payment of any sessions or add-ons that are not funded by the 15 or 30 hour code.

Please contact the nursery directly if you require additional hours at short notice and we will try to accommodate this.

10. Additional costs

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 nursery is able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:

- Meals and snacks -
  School trips

Where charges are made in line with the above, parents are expected to pay for these; however, payments are voluntary. Where parents are not willing to provide costs for the above, they will be permitted to provide their own supplies to the nursery. The nursery may also consider waiving or reducing the costs of meals or snacks, particularly for disadvantaged parents.

11. 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 are 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 (early years foundation stage) 2018 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 and Disability Code of Practice. 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, first, to the key person. Other enquiries can be addressed to the Senior Leadership Team 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 consider everyone's views, aspirations and hopes for their child.

Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern, four types of action should be taken to put effective support in place:

- Assess
- Plan
- Do
- Review

This will be known as graduated support.

Families will be provided with information on how their child's development is being supported and by agreement, consent will be sought to apply for additional funding. 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. The SEN inclusion fund and disability access fund will be utilized to deliver effective support.

Please refer to the school 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. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

12. Oversubscription

Children who have an EHC plan that names the nursery are admitted before the oversubscription criteria is applied. Children with an EHC plan that does not name the nursery will be referred to the nursery's admissions manager to determine an appropriate place, in accordance with the LA's Fair Access Protocol.

The trust board may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the nursery.

The oversubscription criteria, set out in priority order, are as follows:

1. LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
2. Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker, or education welfare officer

3. Children who will have a sibling attending the nursery or the main school at the time of admission
4. Children of staff who have:
    . Been employed at the nursery or school for two or more years at time the application for admission is made
    . Been recruited to fill a vacant post for which there is a skill shortage
5. Children living within the catchment area for the nursery
6. All other children

The board of trustees may also give priority in their oversubscription criteria to children eligible for the early years' pupil premium, the pupil premium, or the service premium. The nursery must be named in the admission arrangements, and its selection will be transparent and made on reasonable grounds.

Where there is a tiebreak scenario within the criteria, priority will be given firstly top a child who lives closest to the nursery based on a straight-line measurement, then by date of birth, with the older child given priority.

13. Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error
- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within four weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

Please refer to the trusts Bad Debt Policy for any sessions or add-ons that are not funded by the 15 or 30 hour code: www.inclusiveschoolstrust.co.uk.

14. Delayed started and withdrawn places

Following receipt of an agreed start date, the start date can only be delayed once, and only be delayed for one month, before the child's reserved place will be open to others and the child's name added back onto the waiting list.

If parents decide to withdraw their child from the nursery after being offered a place, they must give the nursery at least **four weeks'** notice. Parents may be charged for this period, or it may come out of their nursery entitlement.
Notice of a delayed start or withdrawal must be in writing.

15. Non-attendance

Parents must inform the nursery as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend. Charges will still be applicable to children who are absent due to sickness or holidays. This is due to having to cover costs related to staffing, premises etc.

Parents must give a minimum of **four weeks'** notice if they wish to reduce the level of provision their child receives. This requirement applies both before and after the provision begins.

16. Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

As nursery education is not compulsory, parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.

Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

17. Data Protection

The nursery will act in compliance with the Data Protection Policy when processing personal data.

When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date, and the LA will ensure that the rights of data subjects are reserved at all times.

18. 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 in line with the Complaints Procedure which can be accessed on the Trust website: www.inclusiveschoolstrust.co.uk.

If you would like a paper copy of the Complaints Procedure/Policy, please contact the school office on 01603 427012.

19. Monitoring and review

This policy is reviewed annually by the Head of School and the Trust Board.