



Norfolk House Nursery

Admissions Policy and Procedures

The Safeguarding and Welfare Requirements

3.96 / 3.95

Norfolk House Nursery endeavour to have an inclusive and fair admissions policy, and have a clear order of priority of offering places.

General

- Children can join the nursery from the age of three months up to four years old.
- The nursery is open to the community and does not discriminate against any child who has a disability or on the basis of ethnicity, religion or social background, there will be equality of access to nursery places.
- Transition to Norfolk House School is not guaranteed and parents who wish their child to progress to the school should contact the school at the earliest opportunity.

Registration

We have a robust Registration Procedure in place- *see Norfolk House Nursery Registration Procedure*

Places are subject to availability.

Places are offered on a first come first served basis, however where required priority will be given in the following order:

- Children of families with exceptional circumstances/special needs. Supporting evidence will be required and an assessment may have to be undertaken to ensure we are able to cater for the child's individual needs safely.
- Children of families that already attend the nursery.

Internal / Internal Waiting List

We operate both an internal and external waiting list, which is reviewed weekly by the Nursery Manager. When a place becomes available, and an application to join the waiting list has been completed, the family should be contacted and offered the place. If they accept, the procedure set out in paragraphs 4 to 5 of Norfolk House Nursery Registration Procedure should be adhered to.

This Policy and Procedure was reviewed in February 2026 by Hayley Fox, Senior Nursery Manager	Date for next review: February 2027	Date Sent to Director: February 2026
Date sent to Nursery Manager: 3 rd February 2026	Name:	Date disseminated to staff:
Proof read by Sulina Wyton, Office and Finance Manager: 3 rd February 2026		

Parents will have 24 hours to decide if they still want the place, and must notify the Nursery Manager in writing. If they decide they do not want the space offered or do not confirm then the Nursery Management should work their way down the waiting list.

If no one on the internal list wants the space or confirms within the 24-hour time frame, then the Nursery Manager should move onto the external waiting lists.

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Early Education Entitlement (EEE)

- The Government provides Universal Funding for all three and four-year-old children to attend an Ofsted registered early year’s provider. This is known as the Early Education Entitlement (formally the Nursery Education Grant).
- A child’s entitlement begins at the start of the term after their third birthday and lasts until they reach statutory school age (the term after their fifth birthday).
- The entitlement offers 570 hours (15 hours per week) a year over no fewer than 38 weeks and up to 52 weeks of the year. The entitlement is for regular attendance agreed between the parent and Norfolk House Nursery.
- Eligible working parents and carers of children aged 3-4 can get an additional 15 hours of childcare support, bringing the total support they can get up to 30 hours a week.
- Eligible working parents of children aged 9 months up to 3 years can access up to 30 hours of childcare support.
- Some parents of 2-year-old children may also be entitled to 15 hours childcare support, if they receive some additional forms of government support.
- A Funded only space at Norfolk House Nursery is limited and subject to availability for 2 year only funding (15 hours) only. The offer of funded hours only is at the Nursery Managers discretion and is prioritised to children who have been referred by outside agencies such as a Health Visitor.

Funded spaces are limited to one space per afternoon session:

Monday: 1.00pm - 4.00pm (3 hours)
 Tuesday: 1.00pm - 4.00pm (3 hours)
 Wednesday: 1.00pm - 4.00pm (3 hours)
 Thursday: 1.00pm - 4.00pm (3 hours)
 Friday: 1.00pm-4.00pm (3 hours)
 Total: 15 hours

Please also see Registration Procedure and Norfolk House Nursery Terms and Conditions.

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