Nelson Academy

'Achieving Through Learning'

Principal: Mrs Sarah Wilson

Assistant Principal EYFS: Mrs Gemma Sykes

Nursery Admissions Policy 2026-2027

Last Reviewed: **September 2026**

Next Review Due: **September 2027**

Adopted by: **Local Policy**

Eastern Multi-Academy Trust

Empower - Motivate - Aspire - Transform

Admissions Policy 2026-2027

Nelson Academy Nursery

Nelson Academy has a 52 place Nursery provision for 3-4 year olds. As part of this provision we offer both funded and paying spaces for families in order to be as accommodating to parents and carers as possible. All 3 and 4-year-old children are entitled to the universal early years entitlement of 570 hours per year, normally offered as 15 hours per week over 38 weeks of the year. The entitlement begins from the relevant term following the child's third birthday, in accordance with current Government eligibility arrangements.

Therefore, children are admitted to the Nursery at the beginning of the term after their third birthday and places are allocated according to a waiting list which is arranged according to the date the application was received. If a place is not available, we will contact you as soon as there is availability.

We strive to ensure that as far as possible the hours and sessions that can be taken as free provision are convenient for parents working hours and that we take consideration of parental preference where possible.

After you have initially contacted Nelson Academy enquiring about a Nursery place, our procedure is as follows: -
1 – Initial phone call from Nursery Room Leader, inviting parents/carers and Nursery child in for an informal visit and chat. This will give parents/carers an opportunity to ask questions, visit the Nursery Room as well as the rest of the Academy and be given a Prospectus and Admissions Forms. **The Admission, Nappy Changing, Complaints and Charging Policies are issued to all families as part of this registration process. They are also available on the Nelson Academy Website.**
2- Parents/Carers to submit Admissions Forms with preferences and choices for sessions.
3 – The family will be notified by the Nursery Room Leader that their child has been allocated a place within Nelson Nursery and sessions will be booked accordingly.
4- Parents/Carers are invited in for a New to Nursery drop in session. During this time a home visit may also be arranged for the Nursery Room Leader and Key Person to support with transition. Induction paperwork will be completed and starting dates confirmed.

It is important to note that a place in our Nursery does not lead to automatic admission into Nelson Academy Reception Classes. You will still have to follow the admissions process at https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions. For full details please see the Nelson Academy Admissions Policy. These policies are available on our website or for more information please contact the school office.

Parents as Partners
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 2018 and UK General Data Protection Regulations (UK GDPR).

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.

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.

SEND

Nelson Academy Nursery is committed to fair and inclusive admissions. In applying this policy, the Academy will comply with its duties under the Equality Act 2010 and will not unlawfully discriminate against a child or family in relation to a protected characteristic.
We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND.
This means we will -

- follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice
- monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review
- provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary
- utilise the SEN inclusion fund and Disability Access Fund to deliver effective support
- publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory and on The Nelson Academy to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

Review & Monitoring

This policy will be reviewed annually by Gemma Sykes.