



**Principal: Mrs Sarah Wilson**

**Assistant Principal EYFS: Mrs Gemma Sykes**

**Nursery Room Teacher: Mrs Lisa Limbert**

# **Nursery Admissions Policy 2023-2024**

Last Reviewed: **July 2023**

Next Review Due: **July 2024**

Adopted by: **The Governing Body of Nelson Academy**



**Eastern Multi-Academy Trust**  
Empower - Motivate - Aspire - Transform

## **Admissions Policy 2023-2024**

### **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 as accommodating to parents and carers as possible.

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 on a first come, first served basis. 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 Teacher, 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.
- 2- Parents/Carers to submit Admissions Forms with preferences and choices for sessions.
- 3 – The family will be notified by the Nursery Room Teacher 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 will be arranged for the Nursery Room Teacher and Key Person to visit. 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.

### **Review & Monitoring**

This policy will be reviewed annually by Gemma Sykes.