

# Ludham Primary Nursery School



## Admissions Policy 2022-2023

Ludham Nursery has a 15 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.

Children can attend our 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 contacted us to enquire about a Nursery place, our procedure is as follows:

A term before your child is due to start there will be:

- 1** – Initial phone call from Kingfishers 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 Kingfishers Classroom and be given a Prospectus and Admissions Form.
- 2**- Parents/Carers to submit Admissions Forms with preferences and choices for sessions.
- 3** – The family will be notified by the office that their child has been allocated a place within Ludham 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 Kingfishers 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 Ludham Primary 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 Ludham 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 Andrea Goreham