



Admissions Policy

Applications for Nursery places can be made throughout the year. Parents are encouraged to visit the Nursery setting and meet with the Nursery team before making an application. Applications are made online and follow the standard Admissions process.

[How To Apply | Admissions | Langley School | Norfolk & Suffolk](#)

Information about the setting is accessible, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.

The Admission and Charging Policies are issued to all families as part of the registration process. They are also available on the school website. The Nursery waiting list is arranged in order of application date and the child will be allocated a place in the appropriate room when a space becomes available.

As part of the registration process, parents/carers are required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. Langley School accepts the Extended Working Parent entitlement from September 2025. We also offer the 3-and -4 year-old Universal Funding. Early Education is offered within the national parameters:

- Sessions are 10 hours maximum and no longer
- The funded session runs from 08:30 – 17:30
- Children can arrive at 08:00 for early birds
- Children can stay from 17:30 – 18:00 for late birds

Early Years Education is offered to families for 48 weeks of the year.

If you are unable to pay our charges, please speak with the finance officer to discuss the alternative options available.

Funding cannot be claimed for food/lunches.

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 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 to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

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.

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.

Where it is financially viable to do so, a place is kept vacant for an emergency admission.

Children visit with their parents for two settling sessions just before starting so that key workers have time to get to know them.

Once a childcare place has been offered the parent will be asked to complete our joining paperwork which is filed on the child's personal file.



Places are provided in accordance with Childcare terms and conditions issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.

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.

Funding for EYFS Funded places are offered in accordance with the Statutory Guidance [Early education and childcare - GOV.UK](#) (April 2026) and any local conditions in place at the time. These include:

- No session to be longer than 10 hours.
- Funded sessions are not accessible before 08:30 or after 17:30.
- A maximum of two sites claim funding in a single day.

Early Years Funding is offered to families of children in Bluebell Nursery and Reception, with each child being entitled to a maximum of 570/1140 hours of funding per year, dependent upon eligibility. Funded hours are applied for in the term after a child turns 9 months, until the term a child turns 5.

Nursery Children with SEND

The Nursery Manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.

Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting.

If a child's needs determine that adjustments need to be made, the Manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount. At the time of registration, the Manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund



directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.

Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

Safeguarding/child protection

If information is provided by the parents or previous school/nursery that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification.

Admission to Bluebell Nursery is never refused on safeguarding grounds without proper process. Parents are advised to access the setting's policies and procedures at [Reports & Policies | Langley School | Norfolk & Suffolk](#) and reassured information sharing follows the stated Bluebell Nursery Safeguarding and Child Protection policy.

Equal Treatment

Langley School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Langley School is committed to promoting equal opportunities and treatment for all, regardless of gender, disability, race, ethnicity, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic or sporting ability.

Across all settings we are welcoming and make it clear that fathers, mothers, other relations and carers and childminders are all welcome. The setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, religion, ethnicity or competence in spoken English. The needs and individual circumstances of children joining the setting are monitored on the application form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.



Parent Terms & Conditions

The Parent Terms and Conditions will be made available to parents as part of the admissions process. Nursery families that attend all year round will be invoiced monthly. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the Parent Terms and Conditions. In the case of Nursery children, it will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.