



Admissions Policy
Updated December 2016

Aim of the Policy

The aim of this policy is to clarify admissions procedures and protocols for the nursery, both extended day and part time places.

The Policy

The nursery has provision for 120 3 and 4 year old children on a part time basis. 60 children attend the a.m. session, 60 in the p.m. session.

As part of this provision 10 spaces are reserved for “full time” children who stay the whole day.

Since September 2016 the Nursery have been trialling free 30 hours childcare for eligible families. (Please see the criteria on the home page of this website) **this trial is now full and we are not accepting any new places (December 2016)**

Since January 2015 we also provide places for 2 year olds who are eligible for 15 hours funding under the government scheme. (please see the criteria on the home page of this website)

We currently offer 16 places in the morning and 12 in the afternoon.

In- line with the boroughs starting school booklet the nursery admits children who:

1. Are registered for nursery after their 2nd birthday. (or when they receive a “yes” letter from the Local Authority if they are entitled to two year old funding)
2. In order to register, you will be asked to fill in an application form. Before starting nursery, you will be asked to provide the following information:
 - the child’s birth certificate is seen and
 - proof of address in the form of a council tax bill, council rent book, housing benefit entitlement letter or Newham tenancy agreement
 - and a current gas, water or electricity bill.
3. Nationals of other countries , the parents/carers must show the school the child’s or their own passport along with the correct visa for a minimum of 6 months. An original letter from the home office may be presented verifying consideration of application for residency or extension of a visa.
4. Children will be admitted in this order:
 - Children with assessed special educational needs
 - Children in the care of the local authority
 - Children who will get 1 term of nursery
 - Children who will get 2 terms of nursery and so on.
 - In each age group we admit children in this order:

1. Children who live locally and have a brother or sister at the school.
2. Children who live locally but do not have a brother or sister at the school
3. Children who live elsewhere in Newham and have a brother or sister at the school.
4. Children who live elsewhere in Newham but do not have a brother or sister at the school

If a decision has to be made between children in one of the groups, a place is given to the child who lives nearest the school by walking distance.

If there are any places remaining, then these will be offered to children using rules 1,2 and 3

Governors have agreed that children with particular social or family needs may be offered a 9.15-3.15 place at the nursery. This needs to be agreed at the Every Child Matters meetings.

Admission of Full-Time Children

Eligibility criteria

All applicants must be Newham residents accessing childcare within the London Borough of Newham with children 3– 4 years old

First Priority:

- Parents entering employment
- Parents entering training or education with a recognised provider
- Young parents

Second Priority:

- Parents in receipt of income support
- Lone parents

Third priority

- Parents working less than 16 hours a week
- Parents with children already attending part time
- Parents with children on the waiting list and who do not fill the above criteria

2 year old Admissions

National Eligibility Criteria:

Please call 0203 373 0890 and give your National Insurance Number and evidence of: Income Support, Income based Job seekers allowance, Income-related Employment and Support Allowance (ESA), Support through part 6 of the immigration and Asylum Act,

The guaranteed element of state pension credit, Child Tax credit (or an annual income not over £16,190, your child is looked after by the council or have a child protection plan

THERE ARE OTHER CRITERIA- PLEASE DISCUSS AT KAY ROWE OR BY CALLING
02033730890