

# Kay Rowe Nursery School and Children's Centre

Kay Rowe Nursery School



Together a better future

## Admissions Policy. September 2021

**Signed by:**

**Chair of Governors**

**Date**

**Agreed at the Governing Body meeting on**

## Admissions Policy

### **Purpose**

The purpose of this Policy is to clearly define the procedure for admitting new children to Kay Rowe Nursery in line with the Early Years admission procedures set out by the London Borough of Newham.

This Policy ensures that admissions to Kay Rowe Nursery are equally available to all and where applicable adhere to the borough schedule regulations. The School Admissions Code of Practice (December 2014), which relates only to statutory education, does not apply to this Policy.

### **This Policy applies to;**

- Children who are fee paying who can register for a paid place from two years old.
- Children who are two years old registering for the nursery's government funded places for 3 and 4 year olds.
- Children who are two years old and have entitlement to a two year old government funded places.

### **Responsibilities**

Head teacher and Governing Body is responsible for upholding the principles of admissions and the final decision on all admissions to Kay Rowe Nursery School in line with this policy and the Local Authorities guidelines. The Head Teacher is responsible for ensuring the principles of this policy apply in practice and that they provide training and support to staff undertaking admissions where appropriate. The Head Teacher is accountable for the admissions undertaken by staff.

All staff need to ensure they follow this policy and seek support and guidance where they are unsure before continuing along the admissions procedures

### **Admission ages for a Government Funded free place**

They are eligible for a free place from the term following their second birthday if they qualify for the FEE2 nursery places, check below to see if you qualify for the term after their third birthday.

### **Types of places offered**

### **Part Time 3 and 4 year old children 8.45-11.45 or 12.30-3.30**

The nursery has provision for 60 children aged 3 and 4 on a part time basis. 30 children attend the a.m. session, 30 in the p.m. session. Children will usually be admitted the term after their third birthday.

#### **30 hours places.**

Up to 30 children, whose families are eligible, will be offered 30 hours. You can check if you are eligible below

<https://families.newham.gov.uk/kb5/newham/directory/advice.page?familychannel=3&id=2bRwtEwAVoc>

The Nursery will only process the application of a 30 hour place once the eligibility code has been received and verified by the school. The code needs to be presented to the school before the child starts.

#### **Full time places**

10 spaces are reserved for "full time" fee paying children who stay the whole day and for 49 weeks of the year. The school will fill any unoccupied full time places with 30 hours or part time children. This enables some flexibility for those families who become eligible for a 30 hour placement after they have been admitted to the school.

Governors have agreed that 2 children with particular social or family needs may be offered a 9.30 -3.30 place at the nursery. (at the discretion of the headteacher)

### **2 year old government funded places 8.45-11.45 or 12.30-3.30**

There are 16 places in the morning and 16 in the afternoon. The Nursery will process applications from eligible children in possession of their "golden ticket" which entitles them to a two- year old place. The place will usually start the term after the child turns 2. Children attending 2 year old provision will automatically transfer into the 3 and 4 year old provision if their parents/guardians wish them to.

To find out if you are eligible please call 020 3373 0980 or visit

[www.newham.gov.uk/twoyearoldchildcare](http://www.newham.gov.uk/twoyearoldchildcare)

## **Procedures**

Kay Rowe offers a range of Government funded free places alongside fee paying places. There are a set number of places available for each category. In each category the following priorities are adhered to in order to allocate places:

- Children based on their age; the oldest children on our waiting list will get priority.
- Children who have a Special Educational Need (based on the number of spaces we have available to cater for their needs)
- Children who are on the Child Protection Register or have social service involvement will be admitted as soon as a place is available.
- Children can also be prioritised if they have an older sibling attending the nursery or if they are the child of a member of staff in order to support staff retention.

If there are two or more children who have equal preference we will then apply the following:

1. Children who have a brother or sister at the school.
2. The child who lives closest to the school (by walking distance )

## **Waiting Lists;**

All children will be entered onto the waiting list when they apply. This will be the case for both Government funded and fee paying places. The waiting list is arranged in date of birth order with the eldest child at the top. Priority factors may be considered by school staff when admitting children on the waiting list. Waiting lists are reviewed as soon as a place becomes available in the nursery and families on the waiting list may periodically be given courtesy calls to enquire whether they still want to remain on the waiting list.

Where the nursery is not able to offer an immediate place, families are encouraged to apply elsewhere as well as remain on the waiting list if they urgently need a place. Once a place becomes available to a family on the waiting list they will be informed through a letter or phone call. We will use the information on the waiting list to invite families to events taking place in the nursery and Children's Centre for example 'Stay and Play' or Community days, Children are able to be entered onto the waiting list from 2 years old at any time of the year.

Application for a nursery place can happen in person at the Nursery, over the phone via email requests or by completing the online form on the website and found here

<https://kayrowe.newham.sch.uk/wp-content/uploads/2020/11/Nursery-application-form.pdf>

Registration does not qualify as a child being able to start; see Priority and Waiting Lists above for how we offer places.

### **Documents needed to support an application**

Before starting nursery, you will be asked to provide **one** of the following:

- UK Birth Certificate –
- Valid Current Passport
- European Economic Area\* (EEA) Identity Cards
- Official Documentation from the National Asylum Support Service indicating they are supporting the family e.g. Application Registration Card (ARC)

### **PLUS one of following:**

- Council Tax Bill for the current financial year
- Current Housing Benefit Entitlement Letter
- Current Tenancy Agreement for Council Housing or Housing Association Property
  - Tenancy Agreement for Private Accommodation from Newham Accredited Landlord
- Letter from the National Asylum Support Service (NASS) Team informing the family of the address of the accommodation being provided for the family
  - A letter from Adult/Children's Services Asylum Team informing the family of the address of the accommodation being provided for the family

### **PLUS one of the following:**

- Gas Bill/Payment Schedule/Reminder – dated for the current financial year
  - Electricity Bill/Payment Schedule/Reminder – dated for the current financial year
  - Water Bill/Payment Schedule/Reminder – dated for the current financial year
  - Telephone Bill/Reminder – dated for the current financial year
  - Mobile Phone Bill/Reminder – dated for the current financial year.

### **Data Protection**

Parents are made aware that we hold the information that they provide to us in accordance with our Data Protection policy.

**Accepting a place**

In the first instance families will be contacted by phone to inform them a place has become available. If they accept the place, an offer letter will be issued. Once a fee paying place has been accepted a refundable deposit is taken by the school and 'contracts' will be set up with families. Once the contract is returned, it will be signed by the Head Teacher and a copy will be given to the parent/carer. The contract is legally binding.

**Home visits**

Visits will be arranged by the Nursery to visit the child and the family in the home setting. Once a home visit has been arranged and all the relevant documentation completed, the child will be given a start date (see Settling In Policy)

**Refusing a place;**

Once a place becomes available, it will be offered verbally over the phone. If they no longer require the place, the parent/carer will be asked what the reason for this is, for example; moved out of the area or going to a different setting.