



Admissions Policy

	Signature	Name in Print	Date
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Approved by			

Revision History:			
Revision No.	Version	Date	Reason for amendment

1. PURPOSE

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

2. SCOPE

This Policy ensures that admissions to Rebecca Cheetham Nursery are equally available to all and follow the borough schedule regulations for catchment areas, waiting lists and priority admissions.

The School Admissions Code of Practice (February 2010), 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 one year 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 place

3. RESPONSIBILITIES

Role of Head Teacher and Governing Body

The Governing Body is responsible for upholding the principles of admissions and the final decision on all admissions to Rebecca Cheetham Nursery 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

All staff are responsible for ensuring they have read and understand this policy and the procedure Rebecca Cheetham Nursery follows when registering and admitting new children. All staff need to ensure they follow this policy and seek support and guidance where they are unsure before continuing along the admissions procedure.

4. PROCEDURES

Priority;

- Priority for admissions to Rebecca Cheetham Nursery will be given to children based on their age; the oldest children on our waiting list will get priority.
- Rebecca Cheetham offers a range of Government funded free places alongside fee paying places for both the extended school day and top up times. Admissions criteria that apply to both the Extended Day and Top Ups separately are set out as follows;
Extended Day-Care and Top Up Fees Admissions Criteria in order of;

- | | |
|---|--|
| A | Children already accessing the 15 hours free entitlement |
| B | Social Service Referral or Special Needs |

- Two year old children are prioritised in age order.
- Children who have a Special Educational Need (SEN) and those who are on the Child Protection Register will be admitted as soon as a place is available.
- Children can also be prioritised if they have an older sibling attending the nursery.

Catchment and distance;

- Children who are living in the postal code of E15 are within the catchment area of the nursery

- Children who are nearest the nursery will get priority for admissions over those that are further away in E15
- Parents/carers who submit false address information will be reported to the Local Authority (LA) who reserve the right to withdraw the nursery place
- Children who have moved in to the E15 area and are eligible for nursery school will go on the waiting list for their choice of either the Government funded or fee paying place until a place comes up; unless they fit in to a priority category in which case they will be considered in order of the priority criteria above
- Children who move in to the area after the age of four years will be given information about a nursery class in a primary school which is local to them. They may still be placed on the waiting list but others may take priority over them in accordance with this policy. A place may be given if there is room and no waiting list.

Waiting Lists;

- Waiting lists will be made as soon as places at the nursery become full and are oversubscribed. This will be the case for both Government funded and fee paying places.
- Requests to move up a waiting list will not alter a child’s current position
- Priority factors may be considered by school staff when admitting children on the waiting list
- Waiting lists are reviewed weekly
- Families on waiting lists will be given courtesy calls to inform them of their progress should they require it
- Waiting list information will not be supplied to parents/carers and must remain confidential at all times
- Newham residents from outside E15 wishing to put their child on the waiting list will be informed about other nurseries in their area.
- Families MUST disclose if they are on another nursery waiting list and MUST inform Rebecca Cheetham nursery once they have accepted a place elsewhere.
- Once a place becomes available to a family on the waiting list they will be informed through a letter or phone call.

Registration;

Admission ages for a Government Funded free place in to nursery is set out below;
 When your child qualifies for a free place;
 The table below shows when your child will become eligible for their free early learning place.

If your child is born between:	They are eligible for a free place from:
1 April and 31 August	1 September following their third birthday or the beginning of the autumn* school term
1 September and 31 December	1 January following their third birthday or the beginning of the spring* school term
1 January and 31 March	1 April following their third birthday or

the beginning of the summer* school
term

* Based on a three-term school year

- Children who are fee paying can register for a paid place from one year old
- Children who are two years old can register for the nursery's government funded places for 3 and 4 year olds.
- Registration paper work happens at Rebecca Cheetham Nursery by the Admissions Officer
- At registration the child's birth certificate and two proof of address documents are required before completing registration
- Registration does not qualify as a child being able to start; see Priority, Waiting Lists and Catchment/Distance above
- A photocopy of all registration documents, including legal and proof documents are kept securely on site for reference purposes only
- A copy of the registration form is given to the child's allocated key worker once they have been admitted (see Settling In Policy)
- Full time children will be registered throughout the year as places become available
- Not all registrations for admissions will occur at the start of the year or time period
- Parents must be made aware that if they provide incorrect/false information on registering their child they will be reported to the LA and may lose their place.

Accepting a place;

- Families will be contacted in writing (offer letter) to inform them a place has become available
- The offer letter will set out a deadline by which the family have to reply within. Failure to do so will result in the place being reallocated
- Accepting a place can be done in person at Rebecca Cheetham, by telephone to the Admissions Officer or in writing using the reply slip on the bottom of the offer letter
- Once a fee paying place has been accepted 'contracts' will be sent out to enable families to choose the childcare they require. The contract is binding and in some cases payment for childcare will be made to the borough (See Charging for Childcare Policy)
- Home visits will be arranged by the Nursery to visit the child and the family in the home setting. Once a home visit has occurred 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 in writing. Families MUST inform the nursery immediately should they no longer wish to have a place.

5. RELATED DOCUMENTS

Charging for Childcare Policy

Equal Opportunities Policy

Settling In Policy

Attendance and Punctuality Policy

London Borough of Newham Early Years Admission Guidance

School Admissions Code Of Practice

Home Visiting Policy

6. RELATED PROCEDURES

Settling in procedures for new children and children who are finding the transition away from parents/carers can be found in the Nursery's Settling In Policy.

7. GLOSSARY

Government Funded – Free place

Fee paying place – charged childcare

SEN – Special educational Needs

LA – Local Authority

E15 – Postal code area of Rebecca Cheetham Nursery

8. COPIES

A hard copy of this policy will be filed in the school policy document file. Copies will be available upon request by a parent/carer. An electronic copy will be filed on the school system where additional policies are stored.

The Admissions Officer will have a copy to refer to throughout the admissions procedure

All new staff will have access to this policy when they join.