

# Ronald Openshaw Nursery Education Centre



## ADMISSION POLICY

March 2022

Approved by Governors

Agreed by:.....

Chair of Governors:..... Date:.....

Minute ref:.....

Head Teacher:..... Date:.....

## Aim

The aim of this policy is to clarify admissions procedures and protocols for the nursery including Free Early Education (FEE) part time 3 and 4 year olds, FEE part time 2 year olds and resourced provision for children with PMLD (profound and multiple learning difficulties) and 30 hour placements.

## Nursery Provision

The nursery has provision for:

- 24 x FEE 2 year old children
- 120 x FEE 3 & 4 year old children
- 6 x Resourced Provision (RP) children with Profound and Multiple Learning Difficulties
- Fee paying 2 year olds and extra hours 3 & 4 year olds are included in the numbers above if space allows

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At RONEC FEE 2 and 3 & 4 places consist of five sessions per week, each session lasting three hours, for 38 weeks of the year. The total number of pre-school hours is 570 per year.

### Eligibility for FEE 3 & 4

Children are eligible for a FEE 3 & 4 place depending on the date of their third birthday.

<b>Child's third birthday falls between</b>	<b>Entitlement begins</b>
1 <sup>st</sup> April and 31 <sup>st</sup> August	Term 1 September (Autumn)
1 <sup>st</sup> September and 31 <sup>st</sup> December	Term 3 January (Spring)
1 <sup>st</sup> January and 31 <sup>st</sup> March	Term 5 April (Summer)

Names will be accepted onto the waiting list after a child is 2 years old.

Explain any circumstances that you feel may give your child priority for a place. Examples may include special educational needs or having a brother or sister at the school.

Parents / Carers are encouraged to visit the nursery when putting their child's name on the waiting list and make use of the Stay and Play Group whilst waiting for a nursery place.

### Admissions Criteria

Each nursery school or class has a limit on how many children it can take.

- Children with assessed special educational needs will have priority. This will usually be in the local school / class, but may be elsewhere when a child's needs can only be met at those nursery schools / class
- Children in, or who have previously been in, in care of the local authority will also be given priority for local nursery schools / classes

If there are more applications than places available, we will apply the admissions criteria below to decide which applicant gets priority. Children in a lower priority group will not be offered a place unless all the children in the group, or groups higher, have been offered.

**Group 1:** Children who will have only one term in nursery before starting primary school (reception class)

**Group 2:** Children who will have only two terms in nursery before starting primary school (reception class)

**Group 3:** Children who will have only three terms in nursery before starting primary school (reception class)

And so on: 4 terms at nursery, 5 terms at nursery, 6 terms at nursery, etc etc.

In each of the above groups if there are more children than places available we admit in the order below:

**Priority 1:** Children who live locally and have a sibling on roll at the school

**Priority 2:** Children who do not live locally but have a sibling on roll at the school

**Priority 3:** Children who live elsewhere in Newham and have a sibling at the school

**Priority 4:** Children who live elsewhere in Newham but do not have a sibling at the school

**Priority 5:** All other children

If a decision has to be made between children in one of the groups, a place is given to the child who lives nearest to the school by walking distance. If there are any places remaining, then these are offered to other children using the criteria above.

### **Eligibility for FEE 2**

Eligibility for a place for 2 year olds is not universal. You can check via the website to see if you are eligible here [Free Two Year Old Nursery Place](#). If you are entitled to a free place you will be issued with a certificate, please keep it safe as we will need a copy.

Qualifying criteria include parents being in receipt of:

- Income support
- Income-based jobseekers allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under immigration and asylum law
- The guaranteed part of State Pension Credit
- Child Tax Credit and you have an annual income of £16,190 before tax or less
- Working Tax Credits and earn no more than £16,190 per year
- Universal Credit

Children will qualify in their own right if:

- Newham looks after them

- They have a child protection plan
- They have a disability living allowance
- They have a current statement of education need (SEN) or an Education, Health and Care Plan (EHCP)
- They left care through special guardianship or an adoption or residence order

### **Resourced Provision**

These places are allocated through the LB Newham CYPS.

### **Registration**

When a place is available the nursery will write to the parent / carer inviting them to register the child. Parents / carers must accept the place by the deadline in the letter or it may be offered to someone else.

When registering the child the following information must be provided:

#### **1. Proof of child's date of birth (one of the following)**

- UK birth certificate (birth certificate from outside the UK cannot be accepted)
- Valid current passport (not expired)
- Official documentation from the National Asylum Seeker Service

Please note that European Economic Area identity cards will not be accepted.

#### **2. Proof of child's main address**

Proof of address documents must be addressed to at least one of the two parents/carers detailed on the common application form (CAF) who must live at the same address as the child. If the child has moved since the application form was completed, proof of their new address and the address on the application form must be provided.

If a child's parents are not living together and the child spends a few days in both households on week days, as a minimum they must provide proof of the address from which the child goes to school in the morning most often on week days, which is also the address supplied on the Common Application Form. Ideally proof of both addresses should be supplied.

Parents must provide one of the following:

- Proof of their own ID: a current passport or photo-card driving licence.
- Council Tax bill for the current financial year (residential not commercial)
- Current Housing Benefit entitlement letter
- Tenancy agreement for council housing or housing association property
- Tenancy agreement for private accommodation from a Newham accredited landlord (acceptable to December 2012) or a tenancy agreement from a Newham licensed land (accepted from January 2013 onwards)

- Letter from the National Asylum Support Service (NASS) team informing the family of the address of the accommodation being provided for
- Letter from the Social services Asylum Team informing the family of the address of the accommodation being provided for the family

Please note that Tenancy Agreements from landlords who are not accredited (licensed) by Newham and documents relating the house / flat purchase must not be accepted.

**AND one** of the following utility bills (this is not required for families supported by NASS or a Social Services Asylum Team):

- Recent gas bill
- Recent electricity bill
- Current water bill
- Recent telephone bill
- Recent mobile bill
- Please remember that we may take legal action if parents give a false address.

### **3. Medical Contact Information**

Parents must provide both:

- Child's doctor's name, surgery address and telephone number
- Child's dentists name, surgery address and telephone number

### **4. Emergency Contact Details**

Details of at least **two** emergency contacts aged 18 or over. If possible at least one of the contacts should be able to speak English.

The following information should be supplied:

- Full name
- Address
- Language (if not English speaker)
- Relationship to the child
- Home number
- Mobile number

The details supplied will be checked before admission and the named persons must confirm they are happy to be named emergency contact.

### **5. Proof of Parental Responsibility**

Documents must be provided by the person living with child to confirm their parental responsibility for this child.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parents of a child has by law.

### **Home Visits**

Each family has an opportunity for a home visit with their assigned group staff. Staff will bring a home visit bag of selected resources to help children become familiar with the nursery.

It is an opportunity to share information and Parents / carers receive a Welcome Booklet and a start date.

### **Key Worker**

Each child will be allocated a Key Worker who will develop a strong link with the family, maintain records of achievement and discuss progress with parents / carers.

However, staff work as part of class teams so children will develop significant relationships with several members of staff (class teacher, nursery nurse, nursery officer, support worker).

### **Transition to other settings**

Where children have attended other early years settings or are known to support services keyworkers may request records / reports as this gives a greater understanding of the child. This will only be done with parental permission.

### **Transition within the setting**

Sometimes it is beneficial for the children to move classes, and therefore keyworker, within the nursery. Any such transition will be discussed with parents / carers first and a transition programme will be devised to support the child.

### **Settling-In**

- Each child is an individual, therefore the settling in process is adapted according to their need.
- All parent's / carers are required to remain with their children during their first session.
- Some children benefit from a shorter session to begin with until they have become accustomed to the parent / carer leaving and returning.
- Staff will not allow children to become overly distressed and parent's / carers may be called back in such instances.
- After the child has settled, usually after 15 sessions, the Keyworker will summarise progress and discuss this with the parent / carer, identifying some learning targets.

### **London Borough of Newham**

RONEC is a borough controlled nursery school and, as such it follows the guidance available on the LBN website.