



**Oliver Thomas Nursery School and Children's Centre**  
Mathews Avenue, East Ham, London, E6 6BU, 0208 552 1177

## **Admissions Policy September 2011**

### **Principles:**

The School follows the admission criteria set by the local authority for selecting and offering places to local children.

### **Registration**

- Children can be registered on the waiting list from the age of 2
- 2 proofs of address and date of birth must be provided upon registration. (see appendix for required documentation)
- Parents may express a preference for a morning, afternoon or flexible place but this cannot be guaranteed.)
- Parents are able to express an interest in the breakfast club on this form.
- Names are taken from any Newham resident but parents are advised of other schools in the authority if they live a distance away.

### **Admission criteria**

Children generally start nursery in the autumn term after their 3<sup>rd</sup> birthday.

Priority is given to children who have turned 3 by August 31<sup>st</sup>. i.e. they will have turned 3 by September 1<sup>st</sup> of the academic year in which they start.

Places are offered in the following order:

- Priority is given to children with assessed special educational needs, where children are in the care of the local authority or if they have a care plan in place, providing the school can safely meet the needs of the child.
- Children who live in the East Ham area and who have a sibling already attending the school.
- Children who live in the East Ham area but who do not have a sibling attending the school
- Children who live elsewhere in Newham who have a sibling attending the school
- Children who live elsewhere in Newham who do not have a sibling attending the school.
- If there are more children on the waiting list than places available, places are offered by nearest walking distance to the school.
- If places are still available they will be offered to children who turn 3 after 1<sup>st</sup> September and offered in age order unless they meet the criteria for priority

admissions. These children generally join after the October half term or in the following January.

### **Admissions process**

- At the beginning of the summer term, families whose child's name is on the waiting list are contacted by letter to offer a place. This may be followed by a phone call if there is no response, depending on the numbers being admitted.
- The offer letter states a date by which families need to respond before we offer the place to another child.
- The family is invited to come to the school to fill out the admissions form.
- At this stage, the child's date of birth documentation and 2 proofs of address are copied for their file.
- This is an occasion where the school and family share basic information and are shown around the school if appropriate. Discussion of and finalisation of breakfast club and/or flexible provision are made at this time.
- Generic permission slips are signed.
- An invitation to the open day is given during the admission interview.

### **Open Day**

- The family is given a written invitation to attend an open day in the summer term before they start, when new children and their families can experience the classrooms, garden, try the activities and talk to practitioners.
- The school is closed to children already attending the school on that day so that new children have the full attention of practitioners and health and safety issues can be fully considered.

### **Home visiting.**

- Towards the end of the summer term, parents are sent a letter with a date and time for a home visit.
- Home visiting takes place during the first few weeks of the Autumn term.
- The child's key person and an additional member of staff visit the child at home. This enables initial relationship building to take place in a setting where both the child and family feel safe and secure.
- During the home visit, the key person is able to gather more individual information about the child which will help with the transition from home to school.

### **Settling in**

- The key person is responsible for giving parents a starting date for their child on the home visit.
- As a general rule, up to 2 children per key person are admitted each day with entry times being staggered. Key people will take into consideration factors such as new births, holidays, children's personalities etc when planning their intake.

- A parent or adult who is close to the child must stay on the premises on their child's first day – after which staff and parent co-operate on what is best for the child's needs to settle happily. This may mean that a parent has to stay for several days until the child feels secure.
- Children are supported, as necessary, until happily settled.
- If a child is having difficulty settling, staff and parents work together to try to ease the situation. Parents are encouraged to stay if the child is genuinely upset.
- Once the key person is convinced that the child can manage for a short time without parent, the parent is asked to leave the room for an agreed length of time whilst the child stays in the class, supported by a member of staff. The length of time is increased gradually until the child can stay happily in the class for the full session.
- Parents are welcome to help in class or share sessions with the child after a term, and/or when the child has been successfully settled and gained independence from parent/family/carer.

### **Assessment**

- On entry assessments are made after children have been in school for a week for personal, social and emotional, communication and physical development and after about six weeks for mathematic, literacy, expressive art and design and understanding the world.
- Parents are encouraged to continue to contribute to their child's special book and have regular dialogue with staff about their child's progress.

### **Appendix**

To verify a child's date of birth, one of the following must be provided and photocopied:

- Birth certificate
- Child's current passport (this will not be used to determine a child's immigration status.)
- For asylum seekers only – documentation supplied by NASS showing child's name and date of birth.

To verify a child's home address, two of the following must be provided and photocopies:

- Current year's council tax bill
- Current housing benefit entitlement letter
- Current rent book for housing
- Current tenancy agreement for private rented accommodation
- Current utility bill (within 3 months) but not a mobile phone bill.

Should none of these be available, the local authority may contact the electoral services, audit dept or educational welfare service to verify addresses.

