



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

Admissions Policy

April 2016

Principles:

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

Registration

- children may be registered when they are one year old
- 2 proofs of address, 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 preference 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

Free early years education for 3/4 year olds

Children are entitled to 15 hours of free nursery education in the term after their 3rd birth.

Places are offered in the following order:

- children with assessed special educational needs will be given priority
- children in the care of the local authority will also be given priority

If there are more children than the number of places available in other cases, places are offered:

- first to children who will get one term in nursery before starting primary school
- Then to children who will get two terms in 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
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 places remaining then these are offered to other children using rules one, two, three, four (above).

When the nursery cannot offer a place, your child will be put on a waiting list for the relevant year group.

Free early years education for 2 year olds

Families on low income may qualify for a free early education place for children aged two (from the term after their second birthday). To find out if you are eligible please call 020 3373 0980 or visit www.newham.gov.uk/twoyearoldchildcare.

A free place means that children can access a total of 570 hours of free early education each year.

Admissions process

- in the term prior to a child starting nursery 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, 2 proofs of address and parents photo ID 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 the older children who will be leaving at the end of the term
- existing children who will be returning in September are invited with their parents

Home visiting

- before children join the nursery parents are sent a letter with a date and time for a home visit
- home visiting takes place before a child starts nursery
- 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
- entry dates are staggered to ensure that each child gets the support they need to settle
- 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 collaborate 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.

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 mathematics, literacy, expressive art and design and understanding the world

- parents are encouraged to contribute to their child's special book and have regular dialogue with staff about their child's progress and contribute to the planning process

Appendix

The following information is required

- proof of the child's legal name and date of birth
- proof of the child's main address
- medical contacts
- emergency contacts
- proof of parental responsibility
- 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 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

To verify the identity of the parent, one of the following must be provided:

- passport
- drivers licence

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

These documents are not used to determine a child's immigration status as irrespective of this they are entitled to state funded education even if they have 'no recourse to public funds'.

Please refer to 'Starting School' Autumn Term 2016 for further information.