



Document review date: Annually

## Admissions Policy

*The Governing Body of Oliver Thomas Nursery School adopted this Policy May 2025*

### 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 30 hour place but this preference cannot be guaranteed.
- 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 state funded early years education for 3/4 year olds

Children are entitled to 15 hours state funded free nursery education in the term after their third birthday.

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 the 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 a 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 and 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.



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If there are places remaining then these are offered to other children using rules one, two, three and four above.

### **Free state funded early years education for 2 year olds**

Families on low income may qualify for a state funded free early education place for children aged two (from the term after their second birthday). Families can also qualify if they are working. To find out if you are eligible please call 0203 373 0980 or visit: [www.newham.gov.uk/twoyearoldchildcare](http://www.newham.gov.uk/twoyearoldchildcare)

A state funded free place means that children can access a total of 570 hours of state funded 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 or telephone and offered a place.
- 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. The school hold open mornings on the first Tuesday of every month to offer families a tour of the school by a member of the senior leadership team. This can happen prior to any of the above before families have made the decision to apply to Oliver Thomas.
- Generic permission slips are signed
- Free state funded 30 hour places for  $\frac{3}{4}$  year old working parents may apply for a state funded free 30 hour early education place from the term after their 3rd birthday. To find out if you are eligible please visit: [www.gov.uk/30-hours-free-childcare](http://www.gov.uk/30-hours-free-childcare)

### **Settling in**

- Entry dates are staggered so ensure that each child gets the support they need to settle
- Children are supported, as necessary, until happily settled
- Please see our settling-in policy for more details, available on request

### **Assessment**

- On entry assessments are made after the children have fully settled across all of the areas of development in the foundation stage curriculum
- 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. We hold three parent consultations a year during which parents and families can discuss their child's progress and development with their keyperson.



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## 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
- Current benefit entitlement letter
- Current rent book for housing
- 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
- Driving 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 free state funded education even if they have 'no recourse to public funds.'