



Nursery Admissions and Settling- in Policy

Our Nursery

We are proud of our busy, 50 place nursery. We aim to be child-centred and free-flow, with opportunities for a balance with teacher-initiated activities. We have a range of staff including very experienced and qualified teachers, and early years educators and childcare assistants.

Aims of this policy

To ensure that all eligible children have equal access to places on a fair and transparent basis.

To promote understanding of our practice amongst our families.

To support the child in an individualised settling programme.

Criteria for admissions:

1. Children in the care of the Local Authority
2. Children with an EHCP which names the school.
3. Children who have a sibling currently attending the school.
4. The distance of the child's home address from the school gate. This is the gate to the Nursery on Erconwald Street.

We have a focus at the school on providing for children across 10 years between from 2 years old to Year 6, notwithstanding external circumstances. We prioritise children who will take this journey with us. Therefore children who have older siblings that previously attended our nursery but then left to go to the Reception Class of another school, will be offered a place if there is a space available that is not required by another child.

Procedure

Parent/carers contact school and are invited to complete an application form. This can happen at any time across the school year. The parents/carers will be contacted for a school visit to meet the headteacher and familiarise themselves with the ethos of the school. This will happen in within a month of the school receiving the application form.

The completed application form, along with proof of address and date of birth of the child, are returned to school and the child is placed on the waiting list, with the date on which they applied.

Parents must notify school of any medical needs/allergies, with medical proof.

For annual admissions in September

Letters will be sent to all eligible children to confirm the offer of a place in February/March and then another letter to invite for a school visit.

For in-year admissions

Parent/carers contact school and are invited to complete an application form.

The completed application form, along with proof of address and date of birth of the child, are returned to school and the child is placed on the waiting list, with the date on which they applied.

Parent/carers will be contacted as soon as there is a place available. There will be an opportunity to meet the headteacher and find out more about the school.

Parent/carers can ask at the time of application if they are likely to receive an offer of a place soon.

Age-ranges

Children will be offered a place for September if they are 3 years old before September 1st. Children are in the nursery in the academic year that they change from 3 to 4 years old (1st September- 31st August).

If there are spaces available, places may be offered to children during the year, after their 3rd birthday. These places will ONLY be part-time.

Full-time places

All children are entitled to 15 hours free nursery education. In 2020-2021, we are offering full time places to children after the October half term holiday. **Families who do qualify for the additional 15 hours are still expected to apply for the code and pass this on to the school.** This policy will be reviewed annually.

Full time places are given solely at the discretion of staff based on a range of factors including the child's ability to toilet independently, general independence, social skills, behaviour, emotional development and engagement.

Criteria to stay for a full session/week. Your child should be able to:

1. Separate from carer easily.
2. Move independently and safely around the garden and class (both indoor and outdoor areas).
3. Respond appropriately to adults and peers
4. Behave appropriately (and non-aggressively) for the majority of time.
5. Be aware of and attempt to manage their own personal hygiene, with support if necessary. (Children with additional needs will be supported)

Please be advised that your child may remain part-time for some time and you may need to have child-care arrangements in place.

You can help your child to prepare for a full-time place by developing the skills and independence required in a busy, 50 place nursery.

Reception Class

Children in the nursery have to apply to Hammersmith and Fulham for a place in our Reception Classes. We will support you through the process and are pleased to say that we have always offered places to all of our nursery children.

Summer born children and those with additional needs may choose to defer entry to the reception class for a year. However, these families still have to apply for their child regardless in the appropriate year. Discussions about possible deferring take place after submitting the form to Hammersmith and Fulham.

Admission to provision for 2 year old children

As of September 2014 the government pledged money to provide 15 hours of nursery provision for children aged 2, the eligibility for these places focused on the most vulnerable of families to support parents/carers to return to work or study. From September 2014 this criteria has been increased to enable children from low-income families and children with special educational needs to apply.

Families who do not qualify for state funded provision, are able to pay for the 15 hours. The school does not currently offer 30 hours for 2 year old children. Please contact the school for more information.

Applications for 2 year olds are made to the school in the same way above.

Families must be in receipt of one or more of the following to qualify for free provision:

- claiming an income based benefit such as Income Support or Job Seekers Allowance;
- families receive Working Tax Credits or Child Tax Credits and have an annual gross earnings of no more than £16,190 per year;
- child has a current statement of SEN or an Education, Health and Care plan;
- child attracts Disability Living Allowance;
- child is looked after by the Local Authority;
- child has left care through special guardianship or an adoption or residence order;

This entitlement is available in the term after an eligible child's 2nd birthday. You are able to keep your child with us until they can access a nursery place, normally as soon as possible after their 3rd birthday, if appropriate. Your entitlement will continue to be free regardless of whether your family's financial circumstances change.

Equal Opportunities

All children will be considered equally and places will be offered in accordance with the admissions criteria.

Over-subscription

Over-subscription occurs when the nursery is full. If there is no place for your child, you will be placed on the waiting list in date of application order and offered a place in line with the admissions criteria. Spaces sometimes become available through the year.

Attendance

If your child's attendance is poor or erratic, you may risk losing your child's place- particularly if we are over-subscribed and we have a waiting list.

Settling

We aim to settle children as individually as possible. Some children will need much less support than others. We also recognise that parents need to work, or go to college. However, we will always look at how the child is managing the settling process.

- In general, paperwork is completed on the first day (if no home visit has taken place) and this provides a chance for your child to come and visit with you.
- On the second day staff may ask you stay for another session of one hour- or they may be happy for you to leave your child for one hour.
- On the third day you may be able to leave your child for 2 hours and for the full session (3 hours) on the fourth or fifth day.
- As children stay for lunch we may ask that you collect them at 1pm for a day or two, whilst they get used to the new routine.
- If your child is particularly upset and not able to be comforted or distracted, the process may take much longer and we will require your co-operation.

Please refer to the admissions criteria for more information on staying a full session/week.