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Roman Road Preschool and Nursery Admission Policy

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1. PURPOSE

The purpose of this policy is to clearly define the procedure for admitting new children to Roman Road Preschool and Nursery in line with the Early Years admission procedures set out by the London Borough of Newham.

2. SCOPE

This policy ensures that admissions to Roman Road Preschool and Nursery are equally available to all and follow the borough schedule regulations for catchment areas, waiting lists and priority admissions. The School Admissions Code of Practice (February 2010), which relates only to statutory education, does not apply to this policy.

This Policy applies to:

- Children who are two years old and have entitlement to a two year old government funded place
- Children who are 3 and 4 year olds registering for the preschool and nursery's government funded places

3. RESPONSIBILITIES

Role of Head Teacher and Governing Body

The Governing Body is responsible for upholding the principles of admissions and the final decision on all admissions to Roman Road Preschool and Nursery in line with this policy and the Local Authorities guidelines.

The Head Teacher is responsible for ensuring the principles of this policy apply in practice and that they provide training and support to staff undertaking admissions where appropriate. The Head Teacher is accountable for the admissions undertaken by staff.

All Staff

All staff are responsible for ensuring they have read and understand this policy and the procedure Roman Road Preschool and Nursery follows when registering and admitting new children. All staff need to ensure they follow this policy and seek support and guidance where they are unsure before continuing along the admissions procedure.

Admission criteria

Children generally start preschool in the term after their 2nd birthday. Children in preschool who turn 3 will be eligible to remain in preschool for the rest of the term. They will be given priority for a nursery place, providing we have a space. In our nursery children can start in the term they are 3 providing we have a space.

Admission procedures for preschool and nursery children

We expect all parents of preschool and nursery children (2-3 years of age) to attend at least 4 regular drop in sessions where the child can familiarise with the environment and staff before their child is offered a place and a start date in preschool.

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 2 for a preschool place and 3 for nursery place after 1st 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 for preschool and nursery

- At the beginning of the summer term, families whose child's name is on the waiting list are contacted by phone to offer a place. This may be followed by a letter 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.
- Generic permission slips are signed.
- An invitation to the open day is generally 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 Visits (See home visiting Policy)

- Towards the end of the summer and beginning of the autumn term, we offer parents a home visit
- 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 end of summer and beginning of autumn term.
- Where possible 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.

- After the home visit the schools admin staff will be responsible for giving parents a starting date for their child.
- Admin staff will take into consideration factors such as new births, holidays, children's personalities etc when planning their intake.

Settling in

- As a general rule, up to 3 children per morning and afternoon session are admitted each day with entry dates being staggered.
- 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.

Attendance

- It is important that your child attends regularly, as continued consistency is more beneficial to your child's learning and eventual transition from nursery to school will be easier.
- It is therefore important, that any periods of long term absence are explained and a phone call or note sent into school.
- Poor attendance may result in your child losing their nursery or preschool place.
- If your child is absent please could you inform a member of the Nursery or Preschool staff, telephone the school or write us a note.

Admission for a Government Funded free place in to preschool and nursery is set out below:

If a two-year old child qualifies for free early education, they will usually start in the term after their second birthday.

1 April and 31 August	Term 1 September (autumn)
1 September and 31 December	Term 2 January (spring)
1 January and 31 March	Term 3 April (summer)

Admission Criteria as set by the Government

All checking procedures will be completed by the London borough of Newham for free places for 2 year olds.

- Some children can get an early education place to start in the term after their second birthday.
- Your child will qualify for a free place if you get:
- 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.

Children qualify in their own right if:

- We look after them
- They have a child protection plan
- They have a disability living allowance
- A current statement of special educational needs (SEN)

- An education, health and care plan
- Left care through special guardianship or an adoption or residence order

The table below shows when your child will become eligible for their free early learning place for a 3 year old into nursery.

If your child is born between:	They are eligible for a free place from:
1 April and 31 August	1 September following their third birthday or the beginning of the autumn* school term
1 September and 31 December	1 January following their third birthday or the beginning of the spring* school term
1 January and 31 March	1 April following their third birthday or the beginning of the summer* school term

* Based on a three-term school year

Admission Criteria (Proof of eligibility)

- 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
 - Current year's council tax bill
 - Current housing benefit entitlement letter
 - Current rent book for housing
 - Current tenancy agreement for private rented accommodation/Mortgage agreement
 - Current utility bill (within 3 months)
- All these documents must be originals and not photocopies.

Completed YD and AW
Ratified by Governors

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