



# **Roman Road Primary School**

## **Nursery Admission Policy**

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## PURPOSE

The purpose of this policy is to clearly define the procedure for admitting new children to Roman Road Nursery in line with the Early Years admission procedures set out by the London Borough of Newham. This policy ensures that admissions to Roman Road 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 3 and 4 year olds registering for the Nursery's government funded places.

## ADMISSION CRITERIA

Children can be admitted to our Nursery Class in the term following their third birthday, if places are available. Attendance will either be on a part time basis (15 hours) or a full time basis (30 hours, see below). All children who are three and four are entitled to 15 hours funded childcare.

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

<b>If your child is born between:</b>	<b>They are eligible for a free place from:</b>
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

Our part-time (15 hours) Nursery session times are as follows:

Morning: 8.30am – 11.30am,

Afternoon: 12.15pm – 3.15pm

Our full time (30 hours) Nursery session times are as follows

Morning: 8.30am – 11.30am

Lunchtime: 11.30am – 12.15pm

Afternoon: 12.15pm – 3.15pm

Admission to our Nursery Class does not constitute a promise of a place in our Reception Class (although children attending our Nursery do have priority) nor does it prohibit the admission of a child to any other Infant or Primary school in the area.

The school will maintain an application list of pupils seeking admission to the Nursery. Inclusion of a child's name on the list does not constitute a promise of a place. An application form for a nursery place must be completed by parents and submitted to the school. Notifications of a place are sent to parents and this will need to be accepted in writing.

Our Nursery places are offered in the following order:

1. 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.
2. Children who live in the East Ham area and who have a sibling already attending the school.
3. Children who live elsewhere in Newham who have a sibling attending the school
4. Children who live in the East Ham area but who do not have a sibling attending the school
5. Children who live elsewhere in Newham who do not have a sibling attending the school.
6. If there are more children on the waiting list than places available, places are offered by nearest walking distance to the school.

The admissions process for Nursery is as follows:

- 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.
- An admission form is sent home to be completed and then an interview date given to invite parents to come to the school with the completed admissions form.
- During the interview, the child's date of birth documentation and 2 proofs of address are copied for their file.
- Generic permission slips are signed.
- During the interview, parents and children will have the opportunity to tour the school. We also invite parents to attend an open day in the summer term before they start.

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 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.

### **30-HOURS FREE FUNDING PLACEMENTS:**

As part of our commitment to support working parents, Roman Road Primary school is offering 30 hours free funding to eligible parents. We currently offer 10 places. The Extended Funded Entitlement (EFE) is only available to children of parents who meet the eligibility criteria. Parents will have to carry out an online assessment (<https://www.childcarechoices.gov.uk>) to find out if their child is eligible for a place. There is a deadline date for applications for children wanting to start in September. Parents who qualify will receive a code which they must present to the school so that we can then begin the enrolment process.

#### **Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30-hours free childcare:**

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old and £56 a week for apprentices in their first year.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.

- If one or both parents is a non-EEA national, the parent applying must have recourse to public funds

**A parent will not meet the criteria when:**

- Either parent has an income of more than £100,000
- If one or both parents is a non-EEA national and the parent applying does not have recourse to public funds.

**What happens if a parent loses eligibility?**

- They will receive a 'grace period' – this means they will be able to keep their childcare for a short period.
- Once the 'grace period' has lapsed, the parent should be entitled to the universal 15-hour entitlement.

**30-hours free placement sessions and charges for additional hours.**

- Our 30-hour free funding sessions are from 8.30am – 3.15pm.
- The children break for lunch from 11.30am – 12.15pm. Parents are asked to provide their child with a packed lunch from home.
- The amount of hours totals 33 hours and 45 minutes. We ask parents for a fee of £20 per week to cover the cost of the additional hours. We asked that this is paid in advance for the whole term. Late payments will incur an additional charge.

### **HOME VISIT / SCHOOL VISIT**

We are aware that the transition from home to school can be stressful for a child and the parents. We believe that this transition from home to school can be eased through a teacher/parent partnership.

Due to the current COVID 19 pandemic, we are no longer carrying out home visits until further notice. We have replaced home visits with school visit where parents and children are invited for an induction to meet their class teachers and have a brief tour of their new setting.

For those children starting in September, their induction meeting will take place during the first two weeks in September. For children starting during the year, their induction will take place two weeks prior to starting. During this visit, parents have the opportunity to exchange information about their child's needs or any concerns they may have.

Parents will be allocated a date and time for the meeting and we encourage all parents to attend their meeting as the benefits are substantial:

- Visits help children to recognise a familiar face for when they start nursery, building up their trust and confidence.
- Visits will help children to settle into school more easily and quickly as they will be familiar with the setting before starting.
- Visits is a good way to get children excited about starting.
- Visits enable the school to build up relationships with families.
- Parents can lead the discussion about their child as the meeting will be one to one and not in groups.
- We can create a shared commitment to the child's development and his/her individual needs.

After the school visit, the school's 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 the child's starting date.

### **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.

Parents must remember to be available for the first few days settling into their new setting. This is to ensure your child transfers happily from home into nursery and adjust to new staff. For some children this is quite a big change and they take a few days to become settled in their new environment. Children stay 1 hour on the first day with a parent/carer present, then 1 hour the second day with the carer going into another area of the setting. After the first 2 days, times and lengths of stay depends on how happy the child is, some will be in for full session quickly while others may take longer. Please take advice from staff about your child. Once children are happy and settled the session will be extended to full 3 hours.

Toileting issues should not prevent a child from their right to accessing education and therefore children who have not been toilet trained and are wearing nappies will not be excluded from our setting. However, in nursery, parent/carers will have to be readily available to help support their child in nursery where an individualised toilet training program will be put into place. The toilet training program can take from one week to up to four weeks and can only work with the support and commitment of parent/carers (please refer to Roman Road's nappy changing and toilet training policy).

### **NURSERY UNIFORM**

Our children in nursery are required to wear school uniform. School uniform plays a key role in developing a sense of belonging and togetherness. It also has many other benefits such as:

- School uniform also allows children to have less distractions and more focused on school activities.
- School uniform removes the additional pressures of deciding what to wear and added stress of meeting the expectations of their peers.
- We have a play based curriculum that allows children to explore many different activities that can be messy and therefore we feel it is better for children to get their school uniform messy and not their lovely home clothes.

Every child in nursery must wear the following school uniform:

- Plain grey trousers/shorts/jogging bottoms/skirt/pinafore
- Plain White T-shirt
- Plain burgundy jumper or burgundy jumper with school logo
- Black shoes (this must cover the whole foot, be safe to wear and suitable for the weather)

We ask that parents/carers label every piece of school item clearly with their child's name on it.

## ATTENDANCE

It is important that children attend regularly, as continued consistency is more beneficial to the 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.

If a child is absent, we ask that parents inform a member of the Nursery staff, telephone the school or write us a note.

Poor attendance may result in a child losing their nursery place and your place may be offered to another child who is on the waiting list. If a child has very poor attendance, a meeting will be conducted between the parent/career and Early Years Phase Leader to discuss the issues and plan how to move forward.