



St. Stephen's School  
and Children's Centre  
*Learning for life*

# Nursery Admissions Policy

	Date	By	Role	Ratified	Date
Version 1	December 2011	Janet Mantey Mantey & Janet Patterson	Deputy Head & Assistant Head		June 2011
Version 2	May 2013	Janet Mantey Mantey & Janet Patterson	Deputy head & Assistant Head		June 13
Version 3	May 2015	Janet Mantey & Asha Dave	Deputy head & office manager		June 15
Version 4	May 2017	Janet Patterson Asha Dave	AHT Office Manager		

**This policy will be reviewed in 2 years**

This policy was agreed by the Governing Body on \_\_\_\_\_

## ADMISSIONS POLICY

### **Admissions of EEG (Early Education Grant) 2yr olds for 5 sessions a week**

Once a family have verification of the eligibility of EEG 2 funding they will be able to come and ask if we have any EEG 2 spaces available. When a family request this we will:

1. Photocopy the letter from the Local Authority confirming eligibility.
2. Put their name on the waiting list.

When a space is available we will admit children according to the following criteria:

1. On the Child Protection list/being supported by St Stephen's Centre team
2. Has a sibling in the nursery/school.
3. Lives in our nursery catchment area.
4. Lives in Newham.

### **Admission of Maintained Nursery Children**

The school follows the admission criteria set by the Local Authority for selecting and offering places to local children.

### **Policy**

1. The child must be 2 years old when the parents register them for nursery.
2. Children will not be admitted until at least the term after their 3<sup>rd</sup> birthday.
3. Priority is given to children in catchment area with the oldest being admitted first, in order of being registered.
4. We will register names from any Newham resident, but if they are a distance away, we will inform them about other schools in their area (after those in catchment of same age).

5. Exceptions are made and priority is given if a child has individual needs (SEN), is a Looked After Child or has been referred by the Education Authority or Social Care.
6. Parents are advised if they are registered at another nursery they **MUST** inform us if they accept a place elsewhere or move.

## **Practice**

Families whose names are on the registration list are contacted by letter.

## **Registration Meeting**

The family is invited to come to the nursery to fill in the 'Admissions Form' and the 'Pupil Premium Form' with a member of senior staff. Families bring proofs of identification and address which are photocopied and signed. This is an occasion where the nursery and family share information about the child and the nursery. Any questions are answered. A copy of the 'Nursery School Prospectus' is given to the parent/carer for their information.

The family are invited to look around the nursery and be introduced to members of staff.

## **Offer of Place**

A member of senior staff will allocate all children to either a morning or afternoon session then a letter is sent out with the offer of a Nursery place and an appointment to meet their child's key person.

## **Meeting with key-person**

This provides an opportunity to collect further information. The family will be given a start date for their child and offered a home visit on an agreed day and time. Each key-person will settle children gradually, twice a week.

## **Starting Nursery**

From the first day children start they are put on the class register and marked present, even if parent is still with the child (see 'Settling-In' Policy).

Initially the child will not stay for the full session and the parent will be required to stay. Each day the key-person will inform the parent as to when they should leave their child and the time to collect them. This is organised according to the child's individual needs.