



*Rebecca Cheetham Nursery  
and Children's Centre*

## **Admissions Policy**

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Cheetham**

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**Ratified by governors**

**Governor's signature:\_\_\_\_\_**

# Admissions Policy

## 1. PURPOSE

The purpose of this policy is to clearly define the procedure for admitting new children to Rebecca Cheetham 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 Rebecca Cheetham Nursery are equally available to all and where applicable adhere to the borough schedule regulations.

The School Admissions Code of Practice (December 2014), which relates only to statutory education, does not apply to this policy.

This policy applies to;

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

## 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 Rebecca Cheetham 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 understood this policy and the procedure Rebecca Cheetham 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.

#### 4. PROCEDURES

##### Priority;

Rebecca Cheetham offers a range of government funded free places alongside fee paying places. There are a set number of places available for each category. In each category the following priorities are adhered to:

- Priority for admissions to Rebecca Cheetham Nursery will be given to children based on their age; the oldest children on our waiting list will get priority.
- Children who have a Special Educational Need (based on the number of spaces we have available to cater for their needs)
- Children who are on the Child Protection Register or have social service involvement will be admitted as soon as a place is available.
- Children can also be prioritised if they have an older sibling attending the nursery or if they are the child of a member of staff in order to support staff retention.

##### Waiting Lists;

- All children will be entered onto the waiting list in the first instance. This will be the case for both Government funded and fee paying places.
- The waiting list is arranged in date of birth order with the eldest child at the top.
- Priority factors may be considered by school staff when admitting children on the waiting list
- Waiting lists are reviewed as soon as a place becomes available in the nursery
- Families on the waiting list may periodically be given courtesy calls to enquire whether they still want to remain on the waiting list.
- Where the nursery is not able to offer an immediate place, families are encouraged to apply elsewhere as well as remain on the waiting list if they urgently need a place.
- Once a place becomes available to a family on the waiting list they will be informed through a letter or phone call.
- We will use the information on the waiting list to invite families to events taking place in the nursery, for example; Open days and Fiesta Fun Days

##### Registration;

Admission ages for a Government Funded free place in to nursery is set out below;

When your child qualifies for a free place;

The table below shows when your child will become eligible for their free early learning place.

If your child is born between:	They are eligible for a free place from:
1 April and 31 August	1 September following their second (where applicable) or third birthday or the beginning of the autumn school term

<b>1 September and 31 December</b>	1 January following their second (where applicable) or third birthday or the beginning of the spring school term
<b>1 January and 31 March</b>	1 April following their second (where applicable) or third birthday or the beginning of the summer school term

Children are able to be entered onto the waiting list from any age.

- Waiting list applications can happen in person at the Nursery, over the phone , via email requests on by completing the online form found [here](#)
- Registration does not qualify as a child being able to start; see Priority and Waiting Lists above
- Children can be entered onto the waiting list at any time through the year
- Parents are made aware that we hold the information that they provide to us in accordance with our Data Protection policy.

#### **Accepting a place;**

- In the first instance families will be contacted by phone to inform them a place has become available
- If they accept the place, an offer letter will be issued.
- Once a fee paying place has been accepted ‘contracts’ will be sent out identifying the place offered and the payment required. Once the contract is returned, it will be signed by the Head Teacher and a copy will be given to the parent/carer. The contract is legally binding.
- Home visits will be arranged by the Nursery to visit the child and the family in the home setting. Once a home visit has occurred and all the relevant documentation completed, the child will be given a start date (see Settling In Policy)

#### **Refusing a place;**

- Once a place becomes available, it will be offered verbally over the phone. If they no longer require the place, the parent/carer will be asked what the reason for this is, for example; moved out of the area or going to a different setting. This information along with the date this was relayed is entered onto the waiting list and their application details are moved into the ‘places not wanted’ section of the grid.

## **5. RELATED DOCUMENTS**

Charging for Childcare Policy

Equal Opportunities Policy

Settling In Policy

Attendance and Punctuality Policy

Home Visiting Policy

Data Protection Policy

## **6. RELATED PROCEDURES**

Settling in procedures for new children and children who are finding the transition away from parents/carers can be found in the Nursery's Settling In Policy.

## **7. GLOSSARY**

Government Funded – Free place

Fee paying place – charged childcare

SEN – Special educational needs

LA – Local Authority

## **8. COPIES**

An electronic copy of this policy will be stored on the schools cloud based storage system, Google Drive. Hard copies can be made available upon request.

The administrative staff will have a copy to refer to throughout the admissions procedure

All new administrative staff will have access to this policy when they join.

### **Further Admissions NOTE:**

In order to maximise the spaces available for two year olds, we will make a joint decision with the parents as to what room is best suited to their child. For example, we want to offer two year old places to children who could use them for the duration of the year due to the National two year old offer to support those vulnerable families who have received a golden ticket and to help support working parents. Children who are close to turning three might be ready to go straight to the older classroom. We just need to ensure that we have staffed the rooms correctly in terms of the two year old ratios, as opposed to the higher ratios for three and four year olds.