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## Admissions Policy for the Nursery School May 2014

Vanessa Nursery School is always over subscribed and inevitably many families are disappointed because there is not a place for them. The school has up to 50 children at each session with about 20 of these places being full-time. All children aged 3 and 4 have an entitlement to 15 hours of funded nursery provision, the vast majority of our places are part time morning and afternoon sessions with one full day. Our largest intake of children is during the autumn term; this is because more children leave Vanessa to transfer to reception class at the end of the summer term, although we do have some places available throughout the year.

Places are allocated in accordance with the criteria laid down by the Local Authority- London Borough of Hammersmith & Fulham. (see below)

Under present education law, there is no right of appeal if your child is unsuccessful in getting a place.

### Admissions criteria for community nursery schools 15 hour funded places

If there are more applications than places; preference will be given to children in the following order:

1. Children In public care (those looked after by a local authority under section 22 of the Children Act 1989).

2. Children defined as being in priority need within the categories of need defined by the Children Act 1989 or as having an otherwise professionally supported exceptional education, medical or social need for a particular school *If you think your child has an exceptional educational, social or medical need for a particular school, your case must be supported by documented evidence from a doctor, health visitor, social worker or other medical professional, which must be submitted at the time of your original application. You will need to show why your preferred school is the only school that meets your child's social or medical need. (The decision as to whether your child qualifies on medical or social grounds is made by the local authority)*

3. Children who have a brother or sister already attending school and who would

continue to be at Vanessa when their sibling would start. If there are more children with siblings in the school than places available, places will be allocated to those children with siblings who live nearest to the school in terms of walking distance *Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.*

4. Children who live nearest to the school in terms of walking distance: *Distance is measured by the shortest walking route, via public rights of way, from the front door of the child's home address (including flats) to the main entrance of the school, with those living closer to the school receiving the higher priority. If your home address changes between submitting your application and the closing date for applications, please notify us of the new address immediately. Failure to do so could result in the child's place being withdrawn.*

We realise that children and their families have different needs and account is taken of this. For reasons of confidentiality we are unable to discuss the decisions we have made in relation to a child



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with anyone other than the child's family. With all applications the final decision is made by the head teacher.

### Full time Nursery Places

Full-time places are generally reserved for those children and families deemed to have a specific need for full time nursery place. The decision to offer these places is at the head teacher's discretion. At Vanessa we are able to consider offering full time nursery places along the follow criteria:

1. Children in public care or under the care of a child protection plan
2. Children defined as being in priority need within the categories of need defined by the Children Act 1989 or as having an otherwise professionally supported exceptional education, medical or social need for a particular school, where it is felt that a full time place will benefit the child's learning and development.
3. Parents in full time employment receiving working tax credit or in full time education, more than 21 hours (if two parents live with the child both parents must be in full time work or study)
4. Summer born children (those born during the summer months 1<sup>st</sup> May to 31<sup>st</sup> August)

### The process

#### Applying for a Nursery Place

Applying for a place at Vanessa is simple. Please call into the school and pick up an application form. It is usually best to do this after your child's second birthday.

#### How do I know if I've been offered a place?

Children are eligible for a free nursery place of 15 hours beginning the term after their third birthday. At Vanessa we have our largest intake of children during the autumn term with some

children starting mid year. This is because schools in Hammersmith and Fulham have a single point of entry into reception class during the autumn term.

#### What happens next?

Applications for an autumn term start must be received by the school by the end of April; Actual dates are decided annually by the local authority and are published on our website.

The admin team will send out written offers of places during the early part of May.

Parents must respond to the school within two weeks to confirm their place. When starting at the nursery you will be asked to provide proof of your child's age and place of residence, this must be current.

Prior to your child starting at Vanessa your key person and a colleague will visit you and your child at home. This is an opportunity for your child to meet their key person in the comfort and security of their own home, it will also give you time to ask any questions you may have about life at Vanessa.



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Your child will then begin to settle into nursery. This is a very gradual process and can take up to 6 weeks. Please arrange for a familiar adult to be available to support your child through the day with the settling in process during the first two weeks.

### Starting mid term

Often nursery places become vacant during the year, we allocate these places according to the criteria stated above as and when they become vacant. The home visit and settling in procedures remain the same for all children regardless of their start date.

Waiting lists are held in priority order of the schools admissions criteria. Places will be offered as soon as they arise during the school term.

### Admission into Vanessa Pre-School

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 education a needs to apply.

Applications for Vanessa Pre-School are made through the local authority.

Families must be in receipt of one or more of the following:

- 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 should be able to keep your child at your preferred provider until they can access a nursery place, normally in the September after their 3rd birthday. Your entitlement will continue to be free regardless of whether your family's financial circumstances change.