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Randolph Beresford

Early Excellence Centre
integrated services for children and families

Australia Road, White City, W12 7PH
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Executive Head teacher: Michele Barrett MA

Admissions Policy for Vanessa Nursery & Randolph Beresford Early Years Centre Sept 2017

Both Vanessa and Randolph Beresford Nursery Schools are very popular with the local community and are always over subscribed; inevitably many families are disappointed because there is not a place for them. Vanessa Nursery School has up to 50 children at each session with about 25 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. At Randolph Beresford has 120 places for children aged 3 and 4, all children are offered full time places 9:15-3pm during the term time. Randolph Beresford sits within one of the local authorities highest areas of deprivation, the schools forum agrees to fund these full time places to best meet the needs of the children and families mainly from the White City Estate. Both schools take their largest intake of children during the autumn term; this is because more children leave nursery to transfer to reception class at the end of the summer term, although we do have some places available throughout the year and frequently admit children through the autumn term.

Both schools follow the local authority admissions criteria and Vanessa Nursery School has additional criteria for allocating full time places

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

In September 2017 children of working parents may be eligible for an additional 15 hours of nursery provision on-top of the 15 hours a week of nursery provision every child aged 3 or 4 is eligible for. As this is a new initiative from the government schools in Hammersmith & Fulham have been guaranteed their current funding rates for an additional academic year to enable sufficient planning time- this means that for admissions between September 2017 and August 2018 Vanessa Nursery will continue to offer both full and part time places and Randolph Beresford will continue to offer full time places

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 2004).
2. Children defined as being in priority need within the categories of need defined by the Children Act 2004 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



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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 with anyone other than the child's family.

The final decision on all applications is made by the executive head teacher.

Full time Nursery Places at Vanessa Nursery School

Full-time places are limited at Vanessa and therefore 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 Executive head teacher's discretion, requests must be made in writing.

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 2004 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)

The process

Applying for a Nursery Place

Applying for a place at Vanessa or Randolph Beresford is simple. Please call into either school and pick up an application form. It is usually best to do this after your child's second birthday, alternatively go online and download a form from the website then email it to admin@vanessa.lbhf.sch.uk or admin@randolphberesford.lbhf.sch.uk

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. We have our largest intake of children during the autumn term (September to December) with some



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children starting in January. 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 March. The admin team will send out written offers of places during April. Parents must respond to the school within two weeks to confirm their place. When accepting a place at the nursery you will be asked to provide proof of your child's age and place of residence, this must be current, you will be asked to confirm home address at point of entry.

Prior to your child starting at nursery 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 and Randolph Beresford.

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 and possibly for longer. We are aware that for working parents where children have already been in full daycare this process may be quicker – we support all children as individuals.

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 educational 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;



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- 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.

Our Pre-School for children aged 2 attracts children from across the local authority, we are not able to offer all children a place into Vanessa Nursery School when they turn 3. If you would like to be considered for a nursery place when your child turns three you will need to complete an application form. We will support all children attending with transition into their next provision.

Criteria and Procedure for Under 3's Daycare Referrals

The under 3's provision at Randolph Beresford currently provides daycare and high quality learning via a referral process.

Criteria

Children between the ages of 18 months and two years and three quarters will be considered providing they meet the criteria set out below. All applications will be considered when your child reaches 14 months, if your child is coming up to three years an application for nursery school or class, details of which can be supplied.

Children considered at the allocation meetings are placed in priority order according to need. Allocations are held twice yearly, July and December although if places become available mid-year we endeavor to fill them. There is always a waiting list

Criteria currently used

C1 - Children on the Child Protection Register.

C2 - Children with disabilities

C3 - Children with developmental concerns, health issues and behavioural Problems + Strong supporting evidence from professionals.

Children with Social Work involvement e.g. Court Orders.

Long term breakdown of caring relationships, CP concerns, where children are looked after by the council or with alternative carers.

C4 – 6 A Cluster of social factors, which have an impact on the child's normal Development;

Severe disability of prime carer

Prime carer's ill health

Mental health issues

Drug and alcohol issues

Vulnerable young parents

Domestic violence





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Severe disability of other family members
Inconsistency of care/variable parenting
Social isolation
Financial stresses
Housing issues
Parental concern of child's development

NOTE: Children of parents wishing to attend college or return to work will only be considered if any of the above apply.

Randolph Beresford under 3's will be expanding over the summer holidays so we will be able to admit children eligible for 2 year funding and begin to offer all year round day-care for children under 3.

Extended day

At Randolph Beresford we offer breakfast and after school provision for children aged 3 and over, we also have holiday play schemes throughout the year only closing for the Christmas holidays. Priority is given to parents in full time work or studying. Proof of work or enrolment and attendance will be required. Our after school and holiday provision is well used by the nursery children and children from local primary schools- payment is required in advance to secure places.

Deferring or delaying entry into reception class

In specific circumstances we are able to offer places where children to return to Nursery in the autumn term rather than accessing a reception class place. These places are generally reserved for children who are;

- Summer born with a recognised special educational need or significant developmental delay.
- Without a school place for September entry into reception class
- Where it is felt beneficial for the child by the school to remain in nursery for an additional period of time.
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Places will not be offered where a child has a late start in to reception class- for example end of September beginning of October start date.