



Cathnor Road London W12 9JA
Tel: 020 8743 8196
Email: admin@vanessa.lbhf.sch.uk

Randolph Beresford

Early Excellence Centre
integrated services for children and families

Australia Road, White City, W12 7PH
Tel: 020 8743 7339
Email: admin@randolphberesford.lbhf.sch.uk

Executive Head teacher: Michele Barrett MA

Admissions Policy for Vanessa Nursery & Randolph Beresford Early Years Centre September 2023

Both Vanessa and Randolph Beresford Nursery Schools are very popular with the local community and are often oversubscribed; inevitably, many families are disappointed because there is not a place for them. Vanessa Nursery sits in the middle of Cathnor road and serves the local families from the Askew Ward, Randolph Beresford sit in the heart of the White City Estate with many of our children living on the estate or in the local area. 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 throughout the autumn term.

For the vast majority of places both schools follow the local authority admissions criteria. Both schools have additional criteria for allocating full time places; these criteria include; eligibility for the 30-hour childcare code, social and educational need, paid places.

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

Government funding provides all children aged 3 and 4 15 hours of funded nursery provision, since September 2017 children of working parents may be eligible for an additional 15 hours of nursery provision if they meet the government set criteria.

You can find out if you may be eligible by visiting the website www.childcarechoices.gov.uk

For children aged 3 and 4 you can also pay to 'top up' your child's place from 15 hours to 30 hours during the core day at both nursery settings. Please contact the admin teams for more information.

Vanessa Nursery- admin@vanessa.lbhf.sch.uk

Randolph Beresford- reception@randolphberesford.lbhf.sch.uk

Some 2 year olds may receive funding for nursery places, please check eligibly via this website; <https://www.lbhf.gov.uk/children-and-young-people/early-years> clicking on the link for 2 year funding or contact the admin teams at either school for information.

The Federation will continue to offer extended day and daycare places at Randolph Beresford for children aged between 1 and 5 years of age. There is a waiting list for children under 3, contact reception@randolphberesford.lbhf.sch.uk for details.



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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 and who would continue to be at Vanessa/Randolph Beresford 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, stepbrother 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. 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 immediate carer.

The Head Teacher makes the final decision on all applications.

Full time Nursery Places at both Randolph Beresford and Vanessa Nursery Schools

Full-time places are no longer funded by the local authority and are now allocated in the following way; access to a full-time place is based on your child's eligibility for the additional funding from Government, or that you meet the criteria for a social need place, or that you would like to purchase additional childcare hours.



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We are able to consider offering full time nursery places along the follow criteria:

- You are eligible for the government's 30-hour childcare code – you will need to provide this code to the school before you are able to access the full-time place
- If your child is aged 3 or 4 you can access paid childcare places- you are able to pay for the additional hours- for details of cost please contact the admin team.
- **Randolph Beresford only** –There are a limited number of funded fulltime places in our nursery school for children and their families who meet the criteria for a social need place. *If you are currently working with another professional from Hammersmith & Fulham, for example; a social worker, family support worker, are currently living at the refuge or have a health professional working with your child. Please ask them to contact the school and complete a referral form, alternatively, they can contact the school and ask to speak to one of the managers or the head teacher.*

The process of applying for a place

Applying for a Nursery Place in the 3-5's

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 reception@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 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.

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. If you are applying for a fulltime place, you will be asked to provide evidence of eligibility before your child starts.

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.



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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 and Randolph Beresford under 3's

Each of the Nursery Schools have an under 3's provision- at Vanessa this is for children eligible for the government 2 year funding (Early Education Grant). At Randolph Beresford there are 3 types of place available including paid childcare. (2 year funded by the early education grant, social need places and paid childcare)

Early Education Grant funded 2 year offer

Some children aged 2 may be eligible for a funded nursery place, this is offered at both schools as 15 hours per week term time only.

Who is eligible?

Two-year-olds can get free childcare if you live in England and get one of the following benefit:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Two-year-olds are also eligible for 15 hours of free early years provision if they meet one of the following:

- are looked after by a local authority
- have a statement of Special Education Needs (SEN) or an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order



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If you're a non-EEA citizen who cannot claim benefits.

If your immigration status says you have 'no recourse to public funds', you may still get free childcare for your 2-year-old. You must live in England and your household income must be no more than:

- £26,500 for families outside of London with one child
- £34,500 for families within London with one child
- £30,600 for families outside of London with two or more children
- £38,600 for families within London with two or more children

You cannot have more than £16,000 in savings or investments.

[Click here to go to the parent portal to check if you qualify and make an application](#)

This entitlement is available in the term after your 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.

Criteria and Procedure for Under 3's social need referrals at Randolph Beresford

Randolph Beresford currently provides daycare and high quality learning via a referral process.

Criteria

Children between the ages of 12 months and 4 years will be considered providing they meet the criteria set out below. All applications will be considered when your child reaches 12 months. Children considered at the allocation meetings are placed in priority order according to need.

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 typical development;

Domestic violence

Severe disability of prime carer

Prime carer's ill health

Mental health issues



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Drug and alcohol issues
Vulnerable young parents
Severe disability of other family members
Inconsistency of care/variable parenting
Social isolation
Financial stresses
Housing issues
Parental concern of child's development

You will need to be referred by a professional working with your family. Please contact

Paid Child-care places at Randolph Beresford (8am to 6pm all year round)

We offer full day care at Randolph Beresford for children aged 1 year and older. These places, particularly for children under 3 are very popular and there is a waiting list. Please contact the admin team to apply for a place, for information on charges and to arrange a visit. There are many more paid places available in the 3-5's, please contact the admin team to request an application form. reception@randolphberesford.lbhf.sch.uk or 02087437339

Extended day and Wrap around childcare (before and after school) and school holiday provision

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 at college or university will be required. Our after school and holiday provision is well used by the nursery children and children from local primary schools. These places need to be arranged in advance and are not usually available at short notice. Bookings are taken for the term and a week's notice is needed to cancel. These hours are in addition to the child's funded school hours. Families requiring all year round consistent childcare hours on top of their funded nursery hours can apply for a **wraparound** place both in the under 3's and in the 3-5's. This guarantees a place at all breakfast and after school provisions and during every school holiday apart from Christmas when the school is closed at a slightly reduced rate.



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Deferring or delaying entry into reception class

In specific circumstances, we are able to offer places where children remain at Nursery in the autumn term following their 4th birthday rather than accessing a reception class place. These places are generally reserved for children who are;

- Summer born and/or with a recognised special educational need or significant developmental delay.
- Without a school place for entry into reception class
- Where it is felt beneficial for the child by the school and parents to remain in nursery for an additional period of time.

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 at their new school.

What happens when your child starts nursery

Home visit

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.

Registration

Just before or as your child starts nursery you will be invited to attend a registration meeting with a member of the schools senior team. During this meeting we check that all details for the child are correct and have an opportunity to talk more about life in nursery and how we can work together to support your child's learning.

Settling in

Your child will then begin to settle into nursery. This is a very gradual process and for some children can take up to 4 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; your Key Person will talk to you about the settling in process at the home visit. In the autumn term, particularly there are a lot of children settling. We ask that just one adult attend settling sessions and that wherever possible siblings do not attend these sessions.