



# **Greenfields Nursery School and Children's Centre**

Headteacher: Ellie Larkin

## **Admissions Policy**

Date Approved: January 2022

Approved by the Curriculum and Policy Committee

## **Rationale**

This policy sets out our admission procedures across the Centre to ensure that places are allocated on a fair and transparent basis. Everything the Centre does must be fair, non-discriminatory and not put groups of people at a disadvantage.

## **Nursery school**

The Nursery School provision is for children aged three and four. Places are part time and children attend fifteen hours a week (3 hours a day) for either a morning or afternoon session. We also have provision for children to attend extended hours on a fee paying basis; prices are available on our website or on request at the admin office.

The centre also offers an additional 15 hours of government funded childcare for working families. In order to access this entitlement, families will need to complete an online eligibility check via HMRC. Eligible families will be given a voucher code which can then be checked by the Centre

Admission to Ealing's Nursery Schools is based upon residence in the London Borough of Ealing. Any remaining places may be offered to children living outside the London Borough of Ealing.

Priority for admission is based on the following criteria:

1. Looked After Children or children who were previously Looked After but immediately after being Looked After became subject to an adoption, child arrangements order, or special guardianship order.
2. Children transferring from the under three's
3. Date of birth, with older children being given priority.
4. Siblings of children already attending the nursery.
5. Children who live closest to the Centre.

In order to maintain the high quality provision of the Nursery School, thirty hour provision will only be offered during current nursery sessions; 8.30am-11.30am and 12.30pm-3.30pm, this can be reviewed in exceptional circumstances. Parents will pay for the lunch period. Places for lunchtimes are also limited to ensure high quality provision. The Centre has capacity for twenty eight three and four year olds for lunch on a daily basis with at least eight of these being allocated to Children In Need funded children.

Priority for admission for thirty hour funding is based on the following criteria:

1. Children transferring from the under three's
2. Date order based on when a valid voucher code is received from parents

The Centre will maintain a waiting list based on order of registration after a valid voucher code has been received.

## **Registration and starting nursery**

- Parent/carer completes a registration form as an expression of interest. This can be collected from the site or completed online via the Greenfields website.
- Parents must provide evidence of date of birth; a birth certificate, or official government documentation.
- Parents must provide proof of address.
- Parent/carer will have an official visit, to look around the nursery and see how the curriculum is delivered.
- After the official visit the parent/carer can commence supervised visits with their child at an arranged time. Parents are responsible for the child during these informal visits.
- When a place is available a letter is sent to the parent/carer offering a nursery place.
- Wherever possible, before the child starts nursery a home visit is offered to the family. The home visit supports the settling in process making the start to nursery a more positive experience.
- Once the start date has been arranged parents/carers are invited to attend an induction meeting with the Head of Centre or member of the Senior Leadership Team.

- On their first day each child is allocated to their own Keyworker who will ensure that the child and family are supported during the settling in period and will monitor the child's progress throughout their time at the nursery.
- Parents/carers are asked to stay to settle their child in until the child feels confident and secure enough to stay without the parents.
- The Business Manager will meet with parents who want a day care place to complete the necessary paperwork and to discuss payment procedures. Payment must be made before the child starts nursery.

### **Under three's**

Children attending the Under Three's could be fee paying, in receipt of Two Year Old Funding or Children In Need funding.

Priority for admission is given to children based on the following criteria:

1. Looked After Children or children who were previously Looked After but immediately after being Looked After became subject to an adoption, child arrangements order, or special guardianship order.
2. A child referred to the Centre by the Early Years Placement Panel (until the allocated number of places are full).
3. Children referred to the Centre by external agencies
4. By date of registration
5. Siblings of children already in the centre
6. Date of birth, with older children being given priority
7. Children who live closest to the Centre

### **Registration and starting nursery**

- Parent/carer completes a registration form as an expression of interest.
- Parents must provide evidence of date of birth; a birth certificate or official government documentation.
- Parent/carer will have an official visit, to look around the nursery and see how the curriculum is delivered.
- When a place is available a letter/email is sent to the parent/carer offering a nursery place.
- Wherever possible, before the child starts nursery a home visit is offered to the family. The home visit supports the settling in process making the start to nursery a more positive experience.
- On their first day each child is allocated to their own Keyworker who will ensure that the child and family are supported during the settling in period and will monitor the child's progress throughout their time at the nursery. .
- Parents/carers are asked to stay to settle their child in until the child feels confident and secure enough to stay without the parents.
- The Business Manager will meet with parents who want a day care place to complete the necessary paperwork and to discuss payment procedures. Payment must be made before the child starts nursery.

### **Children In Need admissions**

- Referrals are received from the Ealing Early Years Placement Panel via an Early Help Assessment and Plan (EHAP).
- Children are placed on the waiting list in order of date referral received and priority. Priority is decided according to the Early Years Placement Panel criteria.
- The Centre contacts the families to let them know that they are on our waiting list. Information about relevant Children's Centre activities will be shared with families at this point.
- When a place is available the family are contacted by phone and a home visit is arranged. (Usually with the Keyworker and/or Extended Services Manager).
- Other centres that the family have been referred to are also contacted to ensure that the child is placed in the centre most suited to their needs.
- Subsequent to the home visit a decision is made as to whether the Centre can meet the needs of the child and where the child is best placed, e.g, Early Intervention Group (EIG), Under Three's or Over Three's.
- If the provision at the Centre is suitable for the child, the family will be given a start date and days of attendance.

- On their first day each child is allocated to their own Keyworker, who will ensure that the child and family are supported during the settling in period and will monitor the child's progress throughout their time at the nursery.
- Parents/carers are asked to stay to settle their child in until the child feels confident and secure enough to stay without the parents.
- During the settling in period there will be an induction meeting with the Head of Centre or member of the senior leadership team.