

Rowland Hill Nursery School and Children's Centre

Admission Policy

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Why do we need a policy about admissions?

This policy explains how many places are available at Rowland Hill. It shows how to apply for each type of place and what the selection process is.

What are the Admission Criteria?

In the event of the school receiving more first preference applications than there are places available, places will be offered to children using the priority order set out below. After first preferences have been dealt with, the same will apply to second and third preference.

Criteria in order of Priority

1. Children with Special Education Needs identified through a statement issued under the Education Act 1996 which names the school, or who is the subject of an education supervision order under the children Act 1989 which names the school. **Please inform the school as soon as possible if your child has special educational needs or medical problems.**
2. Children whom the Director of Children and Young People services accepts have a specific medical, social or educational need which the school is particularly able to meet. (The Director will consider applications in this category only if they are supported by an attached written statement from a doctor, social worker or other appropriate professional. Parents must demonstrate that there is a very specific connection between the child's need and the particular school. Information not provided at the time the application is submitted may not be considered at a later date). **You will be asked to provide written evidence for the following criteria; lone parent status, ill health, temporary accommodation, child is on the child protection register or you are receiving additional family support, multiple birth (twins or triplets), refugee or asylum-seeking, child experiencing difficulty in English.**
3. Children who will have a brother or a sister attending the school (or any associated infant or junior school) at the time of admission. This does not include younger siblings in the school's nursery class.
4. Children living closest to the preferred school (distance is measured by the straight line from home to school). (The definition of living closest can vary from year to year).
5. Children wishing to transfer from the under threes provision into the nursery will be given priority into nursery when possible. (Please note if you live outside of Haringey then you are only eligible for a part time place).
6. Key workers in Haringey can also apply for a full time place.

The tie-breaker for all criteria is children living closest to the school (distance is measured by the straight line from home to school).

Waiting lists will be kept in accordance with the criteria stated above and will apply to all year groups.

Criteria for a full time place

Level 1

- Teenage Parents
- Parents with health difficulties (mental or physical)
- Family experiencing domestic abuse
- Family experiencing substance/alcohol misuse
- Asylum seeking families, including families with no recourse to public funds
- Family in temporary accommodation
- Children in care – Children who are in care of a local authority in accordance with Section 22 Children Act 1989
- Children with child protection plan
- Children in need (Social care)

Level 2

In case of oversubscription, the following criteria should be applied:

- Lone Parents
- Family breakdown
- Black and minority ethnic groups, including children from traveller families
- Family whose first language is not English
- Child with emotional/behavioural needs or language delay
- Sibling of children with disabilities/complex needs
- Children from a household with low income or claiming benefits
- Children from family with 3 or more children under the age of 5

Places will be determined once we have met the children and their families, full time places will then be offered.

Fraudulent information

The offer of a school place may be withdrawn if it comes to light that the place was obtained using a false address. If a decision is taken not to withdraw the place, we will treat his/her sibling(s) subsequent applications under Criteria 1, 2 and 4 only. In other words, the child's sibling or siblings will not be considered under criterion 3.

HOW DO WE PUT THIS INTO PRACTICE?

1. All parents calling in about a place are asked to complete a basic information form. They are asked,
 - Do they want morning or afternoon?
 - Can they attend on time at 8.30am otherwise they will have to have an afternoon space?
 - Do they want to top up from 11.30-3.30, which is chargeable?
 - Do they want to pay for a crèche care space 8am-6pm?
2. The information is kept an excel spreadsheet.
3. Each term letters are sent to parents on the list (whose names have been down for six months or longer) asking if they still want to remain on the list.
4. The list is adjusted and parents who do not reply are taken off the list.
5. The list is compiled by the criteria listed above and distance.
6. Offer letters are sent out as soon as a place becomes vacant. Offer letters include information about preparing children for nursery (independence skills). Parents are asked about the child's previous setting, SEN information, Attendance at a welcome workshop and open afternoon.

Full Time places will only be offered after all children have started in September.

Sharing this policy with parents and staff and governors

The policy is contained within the Rowland Hill staff shared network, which all staff have access to. The policy will be discussed with new Governors as part of their induction.

Evaluate and Review the Policy

The policy will be displayed in the foyer visible to parent/carers. Governors will have a copy of the policy. Staff, students and part-time staff are given the policy in their induction to the centre.

APPENDIX II

PLACEMENT CATEGORIES

Age Range	Number of places	Placement Type	Hours	Term time or all year round	Funding Source
2-3 years	31 FTE (30 children)	2 year programme	8.30am-11.25am or 12.30pm-3.25pm	Term Time Only	Children Centre 2-3 funding
2-3 years	3 FTE (6 Children)	Special Educational Needs (SEN)	8.30am-11.25am or 12.30pm-3.25pm	Term Time Only	SEN funding
2-3 years	2 FTE (4 children)	Child in Need (CIN)	8.30am-11.25am or 12.30pm-3.25pm	All Year Round	Children Centre Subsidy
2-3 years	8 FTE	Day care fee paying space	8am-6pm	All Year Round	Children Centre subsidy and fee income
Total 2-3 year	26 FTE				
3-4 years	10 FTE	Community place	8.30am – 3.25pm	Term Time Only	Early Years Single Funding Formula
3-4 years	43 FTE (86 Children)	15 free NEG	8.30am-11.25am or 12.30pm-3.25pm	Term Time Only	Early Years Single Funding Formula
3-4 Years	18 Top ups over 4 days	15 free NEG over 4 days Top up at £6 per hour with option to buy Friday	8.30am – 12.15pm (Free) 12.15pm-3.325pm (£72)	Term Time Only	Early Years Single funding formula and parent fees
3-4 years	3 FTE (6 Children)	Special Educational Needs (SEN)	8.30am-11.25am or 12.30pm-3.25pm	Term Time Only	SEN funding
3-4 years	2 FTE (4 Children)	Child in Need (CIN)	8.30am-11.25am or 12.30pm-3.25pm	All Year Round	Children Centre Subsidy
3-4 years	2 FTE	Day care fee paying place	8am-6pm	All Year Round	Children Centre subsidy and fee income
Total 3-4 year	78 FTE				

Ratification


This Policy was reviewed in 15/6/15

This policy was ratified by Governors in: (Resources Committee)

..... A. White Date: 15/6/2015

Signed by chair of Governors or Governor Representative:

Print Name: ZENA BAKSAZOV

Signed:  Date: 15/6/2015