



ADMISSION'S POLICY

January 2023

To be reviewed January 2025

Rationale

The early years are critical in children's development. Children develop rapidly during this time – physically, intellectually, emotionally and socially. At Wentworth we have provision for children from two years to rising five years of age. Some children undertake reception here.

When Can My Child Start at Wentworth Nursery School

Children can start nursery at three points of the school year from:

- September to November
- January to February
- April to June.

Two-year-olds

Ages	When my child can start
For children 2 by 31 August	Autumn term (September onwards)
For children 2 by 31 December	Spring term (January onwards)
For children 2 by 31 March	Summer term (April onwards)

Three-year-olds

Ages	When my child can start
For children aged 3 between 31 st May to 31 st August	Autumn term (September onwards)
For children aged 3 between 1 st September and 30 th November	After their 3 rd birthday Autumn term (September onwards)
For children aged 3 between 1 st December and 28 th (29 th) February <i>No admissions during December</i>	Spring term (January onwards) after their 3 rd birthday
For children aged 3 between 1 st March and 31 st May	Summer term (April onwards) after their 3 rd birthday

Admission's Criteria

At Wentworth we focus on the following criteria in providing places for both our two- and three-year-olds.

Two-year-olds

- At Wentworth Nursery School we prioritize families who are eligible for free two-year education. Further information can be found on the Hackney Education Website: <https://education.hackney.gov.uk/content/fifteen-hours-free-childcare-some-2-year-olds?guidebook=182>
- While priority will be given to our two-year-old funded places, we will have a provision for both paid and non-paid places with a 75% / 25% split of both funded and paid places; in other words 15 funded places and 5 paid places.
- At the point of offer throughout the academic year.
See dates below:
 - 22nd October (for starting school in the Spring Term)
 - 11th February (for starting in the summer term)
 - 27th May (for starting in the Autumn term)
- A 75% / 25% places principle will apply.
- Should places not be filled against these proportions, in other words if there were insufficient places for funded places but more places for our paid places then the subsequent places will be offered to the fee-paying families. The same process will apply for funded places, again if there are insufficient paid places, those places will be offered to funded places.
- Fee paying families will be charged **£27.00** per session (8.30am to 11.30am or 12.30pm to 3.30pm). **Priority will always be given to families who are requesting five mornings or afternoons.**
All places are a minimum of at least three mornings or three afternoon sessions.

All families including of funded places and fee-paying places will be subject to the following criteria:

- A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order
- Children subject to a Child Protection Plan
- Children with an educational, medical or social need
- Parents working in one of Hackney Schools as teachers
- Children with brothers and sisters already at the school at the time of the proposed admission (includes half and stepbrothers and sisters living as a family unit full-time at the same address).
- Children living nearest to the school as measured in a straight line from their home using a map or website for calculating distances.
- Priority will be given to children by age, for example children who are two years of age prior to the next school term.

Three-year-olds

- A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order
- Children subject to a Child Protection Plan
- Children with an educational, medical or social need
- Parents working in one of Hackney Schools as teachers
- Children with brothers and sisters already at the school at the time of the proposed admission (includes half and stepbrothers and sisters living as a family unit full-time at the same address).
- Children living nearest to the school as measured in a straight line from their home using a map or website for calculating distances.
- Priority will be given to children by age, for example children who are three years of age prior to the next school term, will be provided with a place ahead of those children who are three in that respective term.

How to Apply

We are keen for parents/carers to make the right decision for their child. We therefore ask all parents/carers to visit the nursery with your child before submitting an application form.

You can arrange a visit to the school by simply emailing the school office: admin@wentworth.hackney.sch.uk or alternatively phoning the school between 9am - 3pm on **0208 985 3491** option 1.

Your child's Red Book must be brought to this visit for headteacher or deputy headteacher to check.

Application forms can be obtained on our website

What your child is entitled to

Depending on your financial position some families are eligible for 15 hours free nursery education for their two-year-olds. More information can be found here: <https://education.hackney.gov.uk/content/fifteen-hours-free-childcare-some-2-year-olds?guidebook=182>

All children the term after their third birthday are entitled to **15 hours** free nursery education per week.

Some children are entitled to funded **30 hours** per week. You can find out more about this from the government website: www.childcarechoices.gov.uk .

If you are entitled to a funded **30 hours** per week once your child is settled your child will receive the first term free for those children whose third birthday is within the term they start; **subject to availability**.

If you are not eligible for the funded thirty hours per week and would like your child to attend more sessions, please see the school office.

Places are subject to availability the cost is £32 per session plus £2.00 per day for a school lunch.

What do you need to provide?

- Birth certificate preferable or passport
- Proof of address: e.g. council tax statement, bank statement, mortgage statement or any other official document
- Red Book

Two-year-old funded places

In addition to the above we also require:

- Proof of eligibility for two-year-old funded place (this will be an email with a 6 digit code)
- Birth certificate preferable or passport
- Proof of address: e.g. council tax statement, bank statement, mortgage statement or any other official document
- Red Book

Thirty hour funded places

In addition to the above, we will also require:

- 11 digit government code
- Parent national insurance number
- Birth certificate preferable or passport
- Proof of address: e.g. council tax statement, bank statement, mortgage statement or any other official document
- Red Book

Topping up places

If you are not eligible for 30-hour provision but would like to pay for an additional morning or afternoon. You will be able to do this subject to availability. The cost of each session (8.30-11.30) or (12.30-3.30pm) is **£32.00 plus £2.00 for a lunch**. Children will only be able to have additional hours once they are fully settled within the nursery.

Rising Three-year-olds

There will be no charge for rising three-year-olds in their first term.

What happens when your child is offered a place at Wentworth Nursery School?

We will email and send you a letter offering a place and request you contact us to confirm you would like to take up the place at Wentworth Nursery School.

Once receiving confirmation from you the following procedures will take place:

Meet and Greet Keyworker

You will be invited to a meeting, zoom or in person subject to what is safe to do so with the Headteacher to provide you with an overview of the school.

During this meeting you will be informed of the following

- Your child's keyworker
- Date for a Home Visit, where your keyworker will visit your child's home
- Your child's start date and time

Your child's keyworker (special person who will develop a particular relationship with your child and be your first point of contact for yourselves); will contact you to have a conversation about your child including her/his interests, particular needs and anything else you think is important.

We look forward to playing and learning with your child and indeed in working in partnership with yourselves.