



# **ADMISSION'S POLICY**

**February 2026**

**To be reviewed February 2029**

## CONTENTS

1. INTRODUCTION .....	1
2. WHEN CHILDREN CAN START .....	2
3. ADMISSIONS CRITERIA .....	2
4. FUNDED CHILDCARE AND ADDITIONAL SESSIONS .....	3
5. HOW TO APPLY .....	3
6. DOCUMENTS REQUIRED .....	4
7. OFFERS, WAITING LISTS AND ADMISSIONS .....	4
8. SETTLING-IN AND TRANSITION .....	4
9. SEND, SAFEGUARDING and EQUALITY .....	5
10. MONITORING AND REVIEW .....	5
11. USEFUL INFORMATION .....	5

## 1. INTRODUCTION

Wentworth Nursery School provides high-quality early education for children aged two to rising five years.

We are committed to:

- fair and transparent admissions
- equality of opportunity
- inclusion for all children and families
- safeguarding and child wellbeing
- positive partnerships with parents and carers.

This policy reflects:

- the Early Years Foundation Stage (EYFS)
- Hackney Education admissions guidance
- Equality Act 2010 requirements
- current government childcare entitlement guidance.

## 2. WHEN CHILDREN CAN START

Children are usually admitted at three points during the year:

<b>Admission Point for: 2 and 3-year-olds</b>	<b>Start Period</b>
31 August	September onwards
31 December	January onwards
31 March	April onwards

### **Rising 3-Year-Old Places**

In rare cases, where places are available, the school may admit children as rising 3-year-olds. This means a child may be offered a place in the 3–4-year-old provision as soon as they turn 3 years old.

## 3. ADMISSIONS CRITERIA

Where applications exceed available places, priority will be given in the following order:

1. Looked after and previously looked after children.
2. Children subject to Child Protection Plans or identified as vulnerable.
3. Children with exceptional educational, medical or social need supported by professional evidence, where the school is able to meet the needs of the child.
4. Children with siblings already attending the school.
5. Children of staff employed in Hackney schools where this supports recruitment or retention.
6. Children living nearest to the school.

Distance will be measured in a straight line from the child's home address.

### **Two-Year-Old Funded Places**

Priority will be given to children eligible for funded two-year-old provision.

### **Fee Paying Place**

Places for fee-paying children may be offered where spaces remain available.

## 4. FUNDED CHILDCARE AND ADDITIONAL SESSIONS

### Universal Entitlement

All children are entitled to 15 hours funded nursery education from the term after their third birthday.

### Funded Two-Year-Old Places

Some two-year-olds are eligible for funded places subject to government criteria.

### Extended Childcare Entitlement

Eligible working families may access additional funded childcare hours. Parents and carers must provide valid eligibility codes where required.

### Additional Paid Sessions

Additional sessions may be available subject to:

- staffing;
- available places;
- children being fully settled.

Current fees are available from the school office.

## 5. HOW TO APPLY

Before applying, all parents and carers must visit the school to:

- > meet the Headteacher
- > view the nursery environment
- > participate in a Parent Show Around or Saturday Open Morning.

Saturday Open Mornings are usually held on the first Saturday at the beginning of each school term.

Following the visit, the school will send parents and carers a link to the electronic application form.

### Parents and carers will also be asked to provide:

- > two forms of proof of address e.g. utility and council tax bill
- > their child's identification, such as a birth certificate or passport.

### Documents may be submitted:

- > electronically through scans or photographs; or
- > in person to the school office where copies can be made for the child's admissions file.

### Contact Details

Telephone: 020 8985 3491 (Option 1)

Email: [admin@wentworth.hackney.sch.uk](mailto:admin@wentworth.hackney.sch.uk)

## 6. DOCUMENTS REQUIRED

Parents and carers will usually need to provide:

- > birth certificate or passport
- > proof of address
- > child's Red Book or health record where requested.

### **Funded places**

proof of eligibility and government codes must also be provided.

## 7. OFFERS, WAITING LISTS AND ADMISSIONS

Parents and carers will receive written confirmation if a place is available.

Offer letters will include:

- > start date
- > attendance pattern during the settling-in period
- > home visit arrangement (where applicable)
- > acceptance deadline
- > current school fees for any chargeable services (where applicable).

If places are unavailable, children may be placed on a waiting list.

Waiting lists are managed according to the admissions criteria and not by date of application.

## 8. SETTLING-IN AND TRANSITION

Wentworth Nursery School recognises that settling-in is a highly individual process. There is no fixed time period for settling-in, as this depends on each child's needs, confidence and previous experience.

Children who have previously attended a nursery or childcare setting may settle more quickly. Children who have not experienced separation from their main carer before may need a longer period of adjustment.

We recognise that parents and carers may need to:

- > take time off work during the settling-in period (if applicable);
- > arrange support from familiar family members or friends where helpful for the child.

The wellbeing of the child is always our priority, and we work in partnership with families to ensure a secure and positive transition.

### Typical Settling-In Structure (Flexible and Individualised)

The following is an example of how settling-in may take place and will be adapted to each child:

- **Day 1:** Main carer stays with the child for approximately 1 hour, supporting exploration of the environment.
- **Day 2:** Main carer stays for around 90 minutes; during this time there will be a short separation (5–10 minutes) supported by the key person, with a clear goodbye routine.
- **Following days:** Separation time is gradually increased each day in agreement with the key person and parent/carer.
- Once agreed, the child will remain for a full nursery session (morning or afternoon).
- For children attending full-time, hours will be gradually increased until they are able to stay for the full core day (8.30am–3.30pm).

This process is flexible and may be adjusted at any stage depending on the child's emotional readiness and wellbeing.

## 9. SEND, SAFEGUARDING and EQUALITY

Wentworth Nursery School welcomes applications from all children, including children with Special Educational Needs and Disabilities (SEND).

Reasonable adjustments will be made where appropriate.

The school is committed to safeguarding and promoting the welfare of children.

Admissions arrangements will be managed fairly and without discrimination.

## 10. MONITORING AND REVIEW

The Governing Body will review this policy **every three years** or sooner if guidance or legislation changes.

## 11. USEFUL INFORMATION

Further information about childcare funding and admissions is available from:

- > Hackney Education
- > Childcare Choices
- > Wentworth Nursery School office and website.