The Silver Birch Academy

Early Years Admissions Policy

Adopted by: Whittingham LGB

Date: 15th October 2014
Review Date: September 2016
Early Years Admissions Policy

Reception Admissions

Admissions to Reception are regulated by the local authority. Details are in the school Admission Policy. Allocation of places is organised by the Schools Admissions Office (address below). Applications for Reception places need to be made by 15th January 2015, for admission to Reception in 2015/2016 via the borough application process.

Children are allocated their reception place to start from September. Parents reserve the right to defer their place or request for their child/children to attend school part time, until they reach their fifth birthday. All children must be attending school from the term after their fifth birthday.

Where there are more applications than places available, the LEA has published the following criteria for admission to school:

- Children who have a statement of special educational needs are to be allocated the named school on their statement.
- Looked after Children or Children ‘At Risk’ at the time of the application
- Medical or social reasons
- Children with a sibling on roll at the time of admission
- Distance of the school from the child’s permanent place of residence.

Nursery Admissions

Admissions to the nursery are organised by the school. Application forms are handed in at the school office and a waiting list is kept in date of birth order. When spaces are available, children are normally admitted according to their date of birth.

In line with LEA policy, part-time places only are available in the nursery and the earliest age at which a child will be admitted is 3 years old. The school tries to accommodate parental choices about whether the sessions offered are in the morning or afternoon, depending on availability. Priority is given to children with special needs or looked after children and consideration has to be given to creating a balance between the number of girls and boys attending each session.

The nursery also has a limited number of full time places available during term time only. These places are allocated on a first come first served basis. There is a fee applicable for any child attending the nursery for any more than 15 hours a week. Any child attending the nursery for more than 15 hours a week will have an additional contract in place. There are three tiers of nursery fees for additional hours. A full time placement (8.00am-5:45pm) is charged at £39.99. A school day placement (8:45am-3:30pm) is charged at £22.30 per day. A pro rata placement is charged at £5.95 an hour for every hour in excess of the daily, government funded three hours.
Nursery is not part of statutory education. If a child is regularly absent, the reasons for their absence will be queried. If attendance is casual, the place could be offered to another child.

Attendance at the nursery does not guarantee a child a place in our reception class.Parents/carers need to apply directly to the local authority at the address below

Schools Admissions Office, Sycamore House, Town Hall Complex, Forest Road, London, E17 4JF
020 8496 3000

Starting Reception

During the term before a child is due to start in the reception class, parents and carers are invited to an induction meeting where they can find out about our Foundation Stage aims and objectives. An information pack and transition timetable is given to all parents.

Transition activities include:

- A home visit or visit to the setting for children who are new to SCHOOL.
- New children also attend a play session.
- All parents and carers are invited to the induction meeting.
- Parents and carers are invited to an individual consultation with the class teacher to discuss their child. Admissions forms are completed and checked.
- Children start Reception part-time, in the mornings.
- Next, children attend morning sessions and stay for lunch. They go home after lunch time.
- Children then start to attend Reception class full-time.

Starting Nursery

Starting Nursery is an important step for all our children. Children and their parents and carers are welcomed to the Nursery and get to know the routines and staff in a variety of ways.

- Every new child is visited at home, where the practitioner can meet the child in their own environment. Practitioners speak to parents and carers about their child’s interests and needs.
- Visits to Nursery are arranged. A parents or carer stays with their child as they get to know the setting.
- Each child has a start date. This is the first Nursery session that the child attends on their own and is a short session.
- Session length then increases until the child attends for the whole part-time session.