

Admissions Policy

Introduction

You can register your child for a nursery place at Sheringham when they are one year old. If you have recently moved into the borough, you should register as soon as you have moved into your new home.

Please remember, it is not 'first come, first served'. Registering early does not mean you will get priority for a place over those families who apply after you. See 'How we offer places' to find out how places are offered.

Due to the high level of demand for nursery education, we recommend that you register at more than one nursery. Having a nursery place does not guarantee a place in any particular primary school. Equally, you keep the same right to a primary school place even if you do not take up a nursery place.

You can drop in any week day between 8.30am and 4pm and ask our friendly receptionist about the different local nurseries and childminders which offer places, or visit our [Looking for Childcare In Manor Park website](#).

Every child is entitled to a free nursery place from the term after their third birthday (subject to availability). We also offer free places for two-year olds, subject to eligibility. To find out if you are eligible, just drop in and ask our friendly receptionist between 8.30am-4pm or go to www.newham.gov.uk/twoyearoldchildcare

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Please note: Children can only have a nursery place in one Newham nursery school or nursery class in an infant or primary.

You cannot take a morning place in one school and an afternoon place in another.

If you are offered a nursery place, your child must attend regularly. If they do not attend for a prolonged period of time, they risk losing their place.

How we offer places

- Most places are allocated during the summer term for an autumn term start, but we will also admit children during the year whenever we have vacancies.
- We will let you know in writing whether your child has a place for the autumn term by the end of the half term holiday during the summer term.
- If you are offered a nursery place, you must write or call to accept it as set out in the letter, otherwise you may lose it.
- If you are not offered a place, you will be added to the waiting list. You cannot appeal but you can try a different nursery.

Who gets priority?

- Children already on roll (e.g. in Red Room or Yellow Room for 2 year olds) automatically stay on roll unless their families apply for a place in another nursery.

Then:

- Children with assessed special educational needs will be given priority. This will usually be at Sheringham Nursery School, but may be elsewhere when a child's needs can only be met in another nursery school or class.
- Children in the care of the local authority will also be given priority for local nursery schools/classes.

- If there are more children than the number of places available in other cases, places are offered:
 - first to children who will get one term in nursery before starting primary school
 - then to children who will get two terms in nursery and so on.

In each age group we admit children in this order:

1. children who live locally and have a brother or sister at Sheringham Nursery School
2. children who live locally but do not have a brother or sister at Sheringham Nursery School
3. children who live elsewhere in Newham and have a brother or sister at Sheringham Nursery School
4. children who live elsewhere in Newham
5. all other children.

- If a decision has to be made between children in one of the groups, a place is given to the child who lives nearest to the school by distance, as measured by Google Maps.
- If there are any places remaining, then these are offered to other children using rules one, two, three and four (above). When the nursery cannot offer a place, your child will be put on a waiting list for the relevant year group.

Thirty hours places

Some children are eligible for a funded 30 hours-place: you can find out more at www.childcarechoices.gov.uk/

Most 30 hours place at Sheringham are “blended places” where a child attends 15 hours in the nursery school (e.g. a morning or an afternoon) and the other 15 hours with another provider (e.g. a childminder from our network).

We have a small number of 30 hours places at Sheringham. These are prioritised for children with Special Educational Needs and Disabilities.

How to register your child

Drop into our Reception after your child's first birthday, or as soon as you have moved into your new home if this is later.

If we are able to offer your child a place, then you will need to bring following documents with you to the admissions meeting:

Documents for admission

For all new admissions, originals of the documents detailed below must be taken to the admission meeting. If you do not take these documents with you, your child's admission may be delayed. If you are having difficulty obtaining all the documents, do not miss the admissions meeting, take along with you what you have and explain to us why you cannot produce the other documents so we can tell you what to do next.

These documents are not used to determine your child's immigration status as irrespective of this they are entitled to state funded education even if they have 'no recourse to public funds'.

Only original copies of documents can be accepted at the meeting, photo copies are not permissible.

Proof of your child's legal name and date of birth

- UK Birth Certificate – short or long versions (non UK birth certificates cannot be accepted as they may be in a language other than English)

OR

- Valid Current Passport (the child may be included on their parent's valid current passport)

OR

- European Economic Area* (EEA) identity cards

OR

- Official Documentation from the National Asylum Seeker Service indicating they are supporting your family e.g. ARC application registration card.

Application registration card (ARC) ARC is a credit card sized document issued to asylum applicants, after screening, to show that they have applied for asylum. It is also used as evidence of identity, immigration status and entitlements in the UK. It holds identifying information including fingerprints and reporting arrangements in a microchip within the card.

Please note: only Adoption or Deed Poll documentation can be accepted as proof of a child's official name change following the issue date of any of the above documents.

Proof of your child's main address

Documentation to confirm your child's current home address must be addressed to at least one of the parent/carers detailed on your application for, who must live at the same address as your child.

If your child has moved since the application form was completed, proof of both their new address and the address on the application form must be provided. We must be notified of any address change since the admission form was completed to ensure the place has not been secured by fraudulent means.

If parents/carers are not living together and the child spends a few days in both households on week days, then best practise is to take proof of both addresses, but for admission as a minimum, please provide proof of the address registered on the admissions which should be the one from which the child will go to nursery most often on week days.

- Council tax bill for the current financial year (residential not commercial)

OR

- Current Housing Benefit Entitlement Letter (financial details will be deleted on the copy in your presence)

OR

- Current Tenancy Agreement from a Newham Licensed Landlord

OR

- Letter from the National Asylum Support Service (NASS) team informing the family of the address of the accommodation being provided for your family

OR

- A letter from the Adult/Children's Services Asylum team informing you of the address of the accommodation being provided for your family.

Please note: Tenancy Agreements from landlords who are not licensed by Newham and documents relating to house/flat purchase will not be accepted.

You will ALSO need one of the following utility bills (this is not required for families supported by NASS or a Social Care Asylum Team). In all cases the amount due and their balance will be deleted from the copy in your presence).

- Gas bill/payment schedule/reminder-dated for the current financial year

OR

- Electricity bill/payment schedule/reminder –dated for the current financial year

OR

- Water bill/payment schedule/reminder–dated for the current financial year

OR

- Telephone bill/reminder-dated for the current financial year

OR

- Mobile phone bill/reminder-dated for the current financial year.

Medical contacts

- Doctor's surgery name, surgery address and telephone number, GP name (optional)

AND

- Dentist's surgery name, surgery address and telephone number, dentist's name (optional)

Emergency contacts

For all children we will need at least two emergency contacts who must be aged 18 or over. If possible at least one of the contacts should be able to speak English. We will need the following information about them:

- Full name
- Address
- Language
- Relationship to the child
- Home number
- Mobile number

Proof of parental responsibility

Documents should be provided by the person living with the child to confirm parental responsibility and details of other persons with parental responsibility for your child.

All school offers in Newham are conditional. This means we trust you have provided the correct information on your application form. If we check your documents prior to admission and the information provided was false at the time of completing the application and you have deliberately tried to mislead the authority, we can withdraw the offer and prosecute you.