



Sandringham Daycare

Admissions Policy

At Sandringham Daycare applications will be ordered by receipt of date within the age group required. Applicants must show a birth certificate at the point of application for identification purposes and to validate the birth of the child. We will not accept applications for unborn children. Children over 6 months but under 1 year will be considered by the Daycare Manager in conjunction with the parent and in accordance with the Settling Policy.

We will apply the admissions criteria below to determine which applicants get priority. Children in the lower priority groups will not be offered a place unless all the children in the group or groups higher have been offered a place.

PRIORITY 1: Children of Sandringham Primary School staff members

Then

PRIORITY 2: Children of Newham Employees - applying parents will need to show a current Newham payslip upon application

Then

PRIORITY 3: Children who live in the London Borough of Newham -applying Parents will need to show proof of address upon application

Then

PRIORITY 4: Children who live outside of Newham

If there are still places available after allocating children in Priority 1 to 3, then children in Priority 4 will be given places. These places will be allocated according to when the initial Offer/Preference form was received by the school office. These forms are numbered, date stamped and signed by a member of staff for this purpose.

If we are unable to offer your applicants a place, they will remain on our waiting list and we will continue to allocate places from the waiting list if a place becomes available. We will continue to apply the admissions criteria as previous laid out to determine which applicant gets priority.