



Sandringham Primary School
& Sandringham Pre-School
A great place to be two



Sandringham Primary School
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SANDRINGHAM PRIMARY SCHOOL NURSERY ADMISSIONS POLICY

The school is its own admissions authority. However, it mirrors the DfE School Admissions Code and the Newham Admissions Code.

Any fraudulent or intentionally misleading information given to gain a place at Sandringham Primary School, may result in the place being withdrawn.

If we have more applications for our Nursery than we have places, we will apply the same admissions criteria as determined by the London Borough of Newham for all school places. We will apply the admissions criteria below to determine which applicant gets 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. The same criteria apply for both 15 hour and 30 hour applicants.

PRIORITY 1: A child whose parent/carer (with legal parental responsibility) is directly employed by the school meaning not contracted via a third party.

Then

PRIORITY 2: Looked after children and children who were looked after but ceased to be so because they were adopted.

Then

PRIORITY 3: Children who have been assessed by Newham Council's Special Educational Needs Service as requiring a particular named school to meet their special educational needs and/or physical access. In addition the child must be on the Special Educational Needs Code of Practice and be in receipt of 'high needs funding and/or have physical access difficulties.

Then

PRIORITY 4: Children who live in the school's 'catchment area' and at the time of admission will have a sibling in the school.

Then

PRIORITY 5: Children who do not live in the school's 'catchment area' but will have a sibling in the school at the time of admission.

Then

PRIORITY 6: Other children who live in the school's 'catchment area'.

Then

PRIORITY 7: Other children, whether or not they live in Newham.

You can find out which school's catchment area you live in by visiting the Newham website www.newham.gov.uk/schoolfactfinder



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In the event of oversubscription within priorities 4, 5 & 6, the school gives priority to the children who live the shortest walking distance from the school.

If there are still places available after allocating children in Priority 1 to 5 then children in Priority 7 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 child 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.

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30 Hour Place Details

All children aged 3-4 are automatically eligible for 15 free hours of Nursery provision. Some working parents of three and four year olds will be entitled 1,140 hours of free childcare a year. This works out at 30 hours a week over 38 weeks (normal school terms) and so you may have heard it referred to as “30 hours free childcare”. The criteria to qualify for this entitlement are:

- √ You and your child are living in England and they are turning 3 year old
- √ Both parents must be working (or the sole parent is working in a lone parent family) and **each** parent must earn, on average at least a weekly minimum equivalent to 16 hours at national minimum wage or national living wage (approx. £115.20 per week or £5,990.40 per year) and less than £100,000 per year.

Families where one parent does not work (or neither parent works) will not usually be eligible for the extended free entitlement.

Sandringham’s offer for 30 hour spaces

Monday- 8:45-3:30	=6.75
Tuesday- 8:45-3:30	=6.75
Wednesday- 8:45-3:30	=6.75
Thursday- 8:45-3:30	=6.75
Friday- 8:45-11:45	=3
	=TOTAL 30

Our thirty hour timings match with existing sessional opening and closing times in the nursery. Families can pay a £30 fee for their child to also attend the Friday afternoon session if they wish. Children are required to bring a packed lunch on Monday, Tuesday, Wednesday,

Thursday which they will eat in their lunch break between 11:45 and 12:45pm. Children must be dropped off and collected on time, every day. **We offer this 30 hours childcare opportunity to eight eligible children and families only.**

If you are interested in applying for a place for your child within our 30 hour timings and you believe your family fits the eligibility criteria, you can apply for an eligibility code by creating an account and providing your details against the 30 hours option at www.childcarechoices.gov.uk More details on the eligibility criteria are also shown here. If you are eligible, this online checker will give you an eligibility code starting with either 5000 or 11. **If you do not have an eligibility code, you will not be able to apply for a 30 hour provision space.**

Once you have obtained an eligibility code please complete a registration form, stating that you applying for a 30 hour place. Your eligibility code will be sent to the local authority for validation. We must send each child's details off for validation by the local authority as we receive them and fill the eight spaces by order in which the validation is received. Once the eight spaces are filled, remaining children are placed on a waiting list and offered spaces if others leave. No timescale or guarantees can be provided to families of children on our waiting list and it is advised that they either take up an existing 15 hour offer or seek an alternative 30 hour place. **Please note that submitting the reply slip does not secure your child a 30 hour place. You must wait for a confirmation from the school detailing the success of your application and your place on the list.**

Sandringham Primary School June 2019



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