



Sandringham Daycare

Admissions Policy

Daycare Admissions

At Sandringham Daycare Expressions of Interest will be ordered by receipt of date within the age group required. A place cannot be held in any circumstances outside of the contract and deposit process. There are a limited amount of spaces available for children and further limitations on various packages- detailed in the table below:

	3 day package (+PPH)	5 day package (+PPH)	3 day package (funded)	5 day package (funded)
9m - 2y	✓	✓	limited to 1	limited to 1
2y - 3y	✓	✓	limited to 1	limited to 1
3+y	✓	✓	limited to 2	limited to 1

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 with siblings already in Daycare

Then

PRIORITY 3: Children with siblings already in Sandringham Primary School

Then

PRIORITY 4: Children who live in the catchment area of Sandringham Primary School according to www.newham.gov.uk/schoolfactfinder - applying Parents will need to show proof of address upon application

Then

PRIORITY 5: Children who live in the wider area of the London Borough of Newham outside of School catchment- applying Parents will need to show proof of address upon application.

Then

PRIORITY 6: Children who live outside of Newham

Places in the same priority group will be allocated according to when the Expression of Interest was submitted. These electronic forms are automatically date stamped 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 previously laid out to determine which applicant gets priority.

Families offered a place must confirm they accept within one week of the place being offered and complete the contract and deposit process. Failure to do this will result in the place being offered to the next priority family. Admission decisions are ultimately down to the discretion of the head teacher and the needs of the daycare.