

# Admissions Policy (Nursery)

## NURSERY ADMISSIONS

### How to register your child

Make an appointment with the school after your child's second birthday or as soon as you have moved into your new home if this is later.

Explain any circumstances that you feel may give your child priority for a place. Examples include special educational needs .

Ask how likely it is that a place will be available. The school will let you know in writing whether your child has a place or not shortly before the term starts.

If you are offered a nursery place, you must write or call to accept it otherwise you may lose it. If you are not offered a place, you will be added to the waiting list and you cannot appeal, but you can try a different nursery.

**Each school or nursery has a limit on how many children it can take.**

**For a part-time Nursery place the earliest that a child will be admitted is the term after her/his third birthday. However, priority is given as follows:**

- children with assessed special educational needs
- children in the care of the local authority.

**If there are more children than the number of places available, 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:**

- children who live locally and have a brother or sister at school
- children who live locally but do not have a brother or sister at the school
- children who live elsewhere in Newham and have a brother or sister at the school
- children who live elsewhere in Newham but do not have a brother or sister at the school.

# Admissions Policy (Main school)

## MAIN SCHOOL ADMISSIONS

Reception children are admitted in September each year. Admissions will be carried out using the following criteria:

- children who are in the care of the local authority (LA).
- children who are on the 'SEN support' stage of the special educational needs code of practice, and who are also in receipt of 'high needs funding', or those whose physical access difficulties, as assessed by borough officers, require a particular school placement
- children who live in the school's 'catchment area' and at the time of admission will have a sibling in the school
- children, who do not live in the school's 'catchment area' but will have a sibling in the school at the time of admission
- other children who live in the school's 'catchment area'
- other children, whether or not they live in Newham.

You have the right of appeal if your child is not offered a place.

### How can you apply?

The simplest way to apply is online. Applying is a quick, secure and easy way to submit your child's starting school application form. Apply online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) or telephone 020 8430 2000.

When your child is offered a place in Maryland School, we will try to inform parents six weeks or half a term in advance. You will be given a meeting date where you will be given a parent pack and your child's start date.

If you are considering applying for a place and wish to visit, please make an appointment with the Headteacher or Deputy Headteacher who will be happy to show you around the school.

### MID-TERM JOINERS

When we fill vacancies with pupils who have just moved into the area, we ensure they have a welcoming, smooth start to their time at Maryland. They are toured around the school by fellow pupils and are given a "buddy" to help them settle in.

### FOR ALL ADMISSIONS, PLEASE BRING WITH YOU:

**Birth certificate** (or other proof of birth), **proof of address** (e.g. rent, card, gas bill), **Doctor's name**, address, telephone number, **employment address** and contact numbers for parents, names and addresses of 2 relatives or friends who could be contacted in **emergencies**.