



Admissions and Transitions Policy

Status:	statutory
Responsible governors:	CLD Committee
Last review date:	Autumn 2026
Date of next review:	Autumn 2027 for September 2028 admissions
The policy is available for staff at:	School offices and shared drive
And for parents/carers at:	School offices, website

Version, revision date, who revised, section revised

Vx, October 2020: Helen Currie, Alison Emmett: addition of COVID guidelines, clarification of offer process

V2, January 2022: Helen Currie, Alison Emmett: detail added to admissions criteria for children SEND; alignment with Local Authority criteria; addition of KCSiE 2021 guidance on transfer of records

V3, January 2023: Helen Currie, Alison Emmett: no change

V4, May 2023: Helen Currie, Alison Emmett, Pat English: detail added to deferral requests, Visiting Day corrected and updated, admissions email and settling in visits amended, school visits removed from transition process

V5, February 2024: Helen Currie, Alison Emmett, Hasina Rashid: added mechanism for new funding for 2-year-olds

V6, April 2025: Helen Currie, Alison Emmett, Lindsay Read: Visiting Day now free, revised offer for 2-year-olds, clarification on deferral, added Early Help referral to Admissions Criteria

V7, February 2026: Alison Emmett: change of committee to CLD, used Gemini AI and NHS readability tool to simplify and decrease reading age. Changed the order to make it sequential. Updated school statistics.

V8, September 2027: Alison Emmett used Gemini Ai to simplify and align with FANS Values.

Scope and Review

Scope: Applicants for September 2027 and in-year applicants for the 2027–28 academic year.

Review Schedule: Reviewed Autumn 2027 for the 2028–29 intake; monitored and updated annually thereafter (or sooner if national schools' admissions policy changes).

Our Philosophy & Values

Young children frequently move between home and multiple settings before age five. We make starting and leaving our schools as smooth as possible, building on what children have already achieved so they can thrive.

Our approach reflects our core values:

- **All Children First & A Warm Welcome for Every Child:** Nurturing confidence and self-esteem through personalized care.
- **All Families Matter & Kindness, Respect, And Equity:** Transparent, fair, and welcoming admissions for every community.
- **A Community of Communities & Experts Working Together:** Close multi-agency and parental partnerships to support every transition.

Stage 1: Explore What We Offer

Before applying, we encourage families to explore our environments, session options, and funding structures.

Stay and Play (Before Nursery)

Over 50% of our 2-year-olds and 65–70% of our 3-year-olds join us from another setting, while others come directly from family care. We offer free term-time Stay and Play sessions, led by our Marketing and Policy Officer:

- **Church Hill:** Most Wednesdays (drop-in; first-come, first-served; last entry 30 mins after start).
- **Low Hall:** Most Thursdays (book via Admin on 020 8520 1689, or drop in on a first-come, first-served basis).

Provision & Funding Options (Term-Time Only)

We offer 15-hour, 30-hour, and extended daycare options (minimum 2 days/week, 8 am–6 pm):

- **2-Year-Olds:** 15 free hours (for families receiving eligible benefits/disability support/LAC) or 30 free hours (for eligible working families, starting as early as the term after 9 months).
- **3-Year-Olds:** 15 free hours (universal for all children the term after their 3rd birthday) or 30 free hours (eligible working families).
- **Session Formats:** Morning (9 am–12 pm), Afternoon (1 pm–4 pm), or Full Days (9 am–4 pm Mon–Thu + 9 am–12 pm Fri **OR** 9 am–3 pm Mon–Fri).

Stage 2: Join the Waiting List & Apply

1. Registering

Parents can place their child on the Waiting List as soon as the child is born and named.

2. Spring Confirmation

In the Spring term, we email families on the waiting list whose children are eligible for the September intake. We ask families to:

- Confirm their ongoing interest and session preferences.
- Provide government funding eligibility codes.
- Discuss developmental needs with the SENDCo if their child requires significant support (we may cap initial hours at 15 to guarantee high-quality support).

(Note: We may charge a £50 administration fee if a family accepts an offer and subsequently declines it).

3. Allocation & Priority Criteria

When demand exceeds available spaces, we allocate places using the following priority order:

1. Looked After Children or previously Looked After Children.
2. Families receiving Local Authority funding for 2-year-olds.
3. Families receiving Early Years Pupil Premium (EYPP).
4. Families receiving government funding for working families.
5. Children turning three while attending our 2-year-old provision.
6. Children with medical/social needs, children 'at risk', or Early Help referrals (following SENDCo consultation).
7. Siblings of current or former pupils.
8. Children of school staff or employees of state-funded school within half a mile of each school.

For Church Hill this means: Walthamstow School for Girls and Emmanuel Community School.

For Low Hall this means: Edinburgh Primary School, Mission Grove Primary School (both sites), South Grove Primary School, Barn Croft Primary School, St Saviours C of E Primary School, Coppermill Primary School, Thomas Gamuel Primary School, Stoneydown Park Primary School, Willowfield School and Kelmscott School.

9. Distance (children living closest to the school).

10. Children not currently attending another Early Years setting.

4. In-Year Applications & Mid-Year Starts

We accept in-year applications for available places throughout the academic year.

Filling Vacancies: When a place becomes available mid-year, we offer it immediately to the next eligible child on our waiting list using the Allocation & Priority Criteria listed above.

Transition & Settling: Children joining us mid-year complete the exact same settling-in process—including the three mandatory visits, paperwork, and phased admission—to ensure a smooth start regardless of when they join.

Two-Year-Old Progression: At Church Hill, children move from the 2-year-old room to the 3-year-old space the term after their third birthday (when developmentally ready). This automatically creates an in-year vacancy for a new 2-year-old on our waiting list.

Stage 3: Accept, Settle & Start

1. Accepting a Place

Once a family accepts an offer, they complete the *Family Information Form* and *All About Me Form*, and review core school practices on our website.

2. Settling-In Visits

Families must complete three mandatory settling-in visits before their child officially starts (typically all three in the Summer term; sometimes the third early in the Autumn):

- Meet the Key Person to discuss the child's needs and interests.
- Submit identity documents and final paperwork.
- Receive key guides (Getting Along Together, Curricular Aspirations, and Safeguarding).
- Confirm the official start date.

3. Phased Starts & Individual Support

- **Phased Enrolment:** We stagger starts daily to give every new child dedicated attention. We prioritise earlier dates for working families who need daycare and children who need extra transition support.
- **Tailored Settling:** If a child experiences separation anxiety, the Key Person works with the family to adjust schedules (e.g., extra visits or temporary shorter hours).
- **Full-Week Attendance:** We do not offer short weeks. The Executive Headteacher considers rare exceptions only for student placements (15-hour places) or family crises/child protection situations.

Stage 4: Next Steps & Primary Transition

Moving to Primary School

When children prepare to leave for primary school, we ensure continuity through:

- **Teacher Visits & Handovers:** Reception teachers from our main feeder schools visit our settings. Staff hold handovers to discuss progress, friend pairings, and settling strategies.
- **SEND, Allergies, & Safeguarding Transfers:** We hold summer term reviews for children with EHCPs. We transfer all developmental reports, PEPs, IHPs, and safeguarding files securely to the receiving DSL/school. We do this via My Concern and within 5 days, following KCSiE guidelines.

Delaying (Deferring) Primary School Entry

Keeping a child in nursery for an extra year is exceptional and requires written approval from the Executive Headteacher.

- **Criteria:** We consider deferrals primarily for children with severe developmental gaps requiring daily specialist SEND support, or some summer born children. Just because a child is summer born, it does not mean they have to defer, this would be agreed by our nursery schools in exceptional circumstances.
- **Preference:** Our nursery schools are not required to grant a deferral just because parents request it. The decision will depend on the waiting list for three and four-year-old places and the needs of the deferring child. The child may have to move to the nursery of the deferred primary school if we do not have provision.
- **Process:** Families must apply in writing to us by December, apply for primary school as normal, and secure written

permission from the primary school Headteacher and our Executive Headteacher, Helen Currie.

- **Considerations:** Deferrals may require re-application at future key stages. Secondary schools retain the right to align children with their standard age group at age 16.

Compliance

- **Statutory Frameworks:** Aligned with national school admissions guidance, the EYFS Statutory Framework, the government guidance for [Summer-born children starting school](#) and [Making a request for admission out of the normal age group](#), and *Keeping Children Safe in Education* (KCSIE).
- **Data Protection:** We process and transfer all records (SEND, PEP, Safeguarding) strictly in accordance with UK GDPR and Data Protection legislation.

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