



Comet Nursery School and Children's Centre

Admissions Policy

When Can My Child Start at Comet Nursery School

Children can start nursery at three points of the school year from:

- September
- January
- April – these places are very limited

Two-year-olds

Ages	When my child can start
For children 2 by 31 August	Autumn term - September
For children 2 by 31 December	Spring term - January
For children 2 by 31 March	Summer term - April

Three-year-olds

Ages	When my child can start
For children aged 3 between 31 st May to 31 st August	Autumn term
For children aged 3 between 1 st September and 31 st December	Spring term
For children aged 3 Between 1 st January and 31 st March	Summer term (April onwards) after their 3 rd birthday

Admission's criteria

At Comet the following criteria applies:

1. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order
2. Children subject to a Child Protection Plan
3. Children with an educational, medical or social need or EHCP
4. Parents working in one of Hackney Schools as teachers
5. Children with brothers and sisters already at the school at the time of the proposed admission (includes half and stepbrothers and sisters living as a family unit full-time at the same address).

6. Children living nearest to the school as measured in a straight line from their home using a map or website for calculating distances.
7. If a tie-breaker decision is needed for priorities 1, 2, 3, 4 and 5, distance as measured in priority 6 above will be used.

Our Two-year-olds provision is only for children who qualify for a free 15 hours nursery place. You can check eligibility here:

<https://education.hackney.gov.uk/content/fifteen-hours-free-childcare-some-2-year-olds?guidebook=182>

How to Apply

We are keen for parents/carers to make the right decision for their child and therefore encourage visits the nursery with your child. These are offered on Wednesdays at 10am. We also offer a Saturday open day in the summer term.

You can arrange a visit to the school by calling or emailing the school office:
admin@comet.hackney.sch.uk 020 7749 9850

Application forms can be obtained on our website

<https://www.cometnurseryandcc.co.uk/web/admissions/462260>

What your child is entitled to?

Depending on your financial position some families are eligible for 15 hours free nursery education for their two-year-olds. More information can be found here:
<https://education.hackney.gov.uk/content/fifteen-hours-free-childcare-some-2-year-olds?guidebook=182>

All children the term after their third birthday are entitled to **15 hours** free nursery education per week.

Some children are entitled to funded **30 hours** per week. You can find out more about this from the government website: www.childcarechoices.gov.uk .

If you are not eligible for the funded 30 hours per week you can pay for an additional 15 hours subject to availability. Please see the school office for details.

When you have been offered a place we will ask you to bring evidence to secure the place.

What do you need to provide?

- Birth certificate preferable or passport
- Proof of address: e.g. council tax statement, bank statement, mortgage statement or any other official document (not mobile phone statement)
- Red Book

Two-year-old funded places

In addition to the above we also require:

- Proof of eligibility for two-year-old funded place (this will be an email with a 6 digit code)

30 hour funded places

In addition to the above, we will also require:

- 11 digit government code
- Parent national insurance number

Top up places

If you are not eligible for 30 hour provision you can pay top-up fees for a full-time place. You will be able to do this subject to availability. Children will only be able to have additional hours once they are fully settled within the nursery. Details of top-up fees are available from the School Office.

What happens when your child is offered a place at Comet Nursery School?

We will email a letter offering a place and request you contact us to confirm you would like to take up the place.

Once receiving confirmation from you the following procedures will take place:

- Nursery visit or home visit
- Meet your key person visit to the nursery

What happens if I am not offered a place at Comet?

If you are not offered a nursery place in your preferred nursery or primary school, you can ask for your child to be put on the application list (this operates in a similar way to a waiting list). Each child is ranked in line with the admissions criteria. Places are offered as and when they arise. This may mean that your child is offered a place one or more terms after they have turned three. The length of time your child has been on the list doesn't give them priority over other children on the list. If you are not offered a place at your preferred nursery or primary school, you can't appeal against this decision.

If you don't have a nursery place for your child because all your local school nurseries are now full, or you have just moved into Hackney and you are looking for local information on childcare, please visit www.learningtrust.co.uk/Childcare where you will be able to find details about all the registered childcare providers in Hackney.