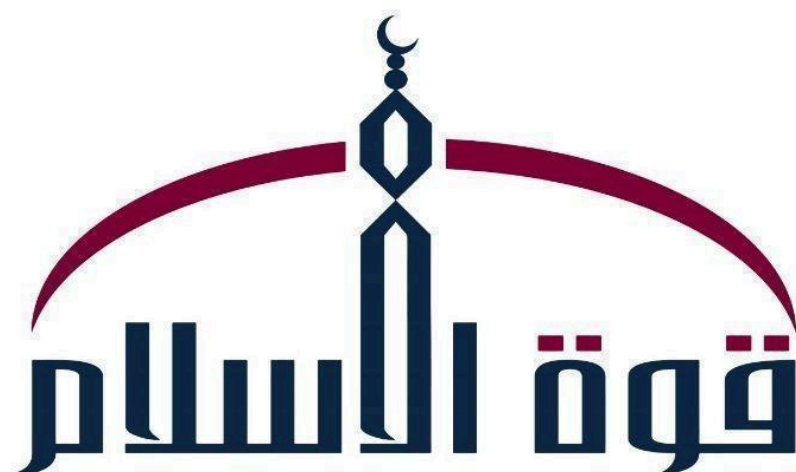


Quwwat-ul-Islam Girls' School



QUWWAT-UL-ISLAM GIRLS' SCHOOL

www.quwwatulislam.com

Together we can achieve more

Early Years Admissions Policy

Published Date	September 2026
Review Date	July 2027

School Motto
Together we can achieve more
School Values
Respect . Aspiration . Responsibility
Learning Drivers
Caring for Ourselves, Our World, Our Education, Our Rights

School Vision Statement

To establish a school of excellence both **Islamically** and **Academically** - Provide a **holistic** education which is inspired by: **Taqwa**: God consciousness **morals and values** inspired by the prophet (saw) coupled with **academic excellence**.

At Quwwat-ul-Islam girls' school we adhere to the following:

- **Mutual respect and tolerance** - We respect and care for everybody.
- **Democracy**– We promote the right of every individual to have their opinions and voices heard.
- **The rule of the law** – We understand that laws and rules protect us and at the same time provide us with responsibilities, by breaking them there are consequences.

Quwwat ul Islam Girls' School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, governors, volunteers and parents/carers to share this commitment.

Purpose

The purpose of this Policy is to clearly define the procedure for admitting new children to Quwwat Nursery in line with the Early Years admission procedures set out by the London Borough of Newham.

This Policy ensures that admissions to Quwwat Nursery are equally available to all and where applicable adhere to the borough schedule regulations. The School Admissions Code of Practice (December 2014), which relates only to statutory education, does not apply to this Policy.

This Policy applies to;

- Children who are 3 and 4 years old can register for the nursery's government funded places for 3 and 4 year olds - (15 hours free places for everyone and 30 hour places for eligible working families).

Responsibilities

The Head teacher and Governing Body is responsible for upholding the principles of admissions and the final decision on all admissions to Quwwat Nursery School in line with this policy and the Local Authorities guidelines. The Head Teacher is responsible for ensuring the principles of this policy apply in practice and that they provide training and support to staff undertaking admissions where appropriate. The Head Teacher is accountable for the admissions undertaken by staff.

All staff need to ensure they follow this policy and seek support and guidance where they are unsure before continuing along the admissions procedures

Admission ages for a Government Funded free place

All children are eligible for a 15 hours free place the term after their third birthday.

Some children are eligible for a 30 hours free place the term after their third birthday if their parents are working or receive the carers allowance.

Types of places offered

Part Time 3 and 4 year old children from - **8:15-11:15am or 12:05-3:05pm**

The nursery has provision for 15 places in the morning and 15 places in the afternoon. Children will usually be admitted to the term after their third birthday.

30 hours places and full time places from - **8:15 - 3:05pm**

The Nursery will only process the application of a 30 hour place once the eligibility code has been received and verified by the school. The code needs to be activated prior to the term the child starts nursery and presented to the school before the child starts.

Children will be prioritised if they have an older sibling attending the school or if they are the child of a member of staff in order to support staff retention.

If there are two or more children who have equal preference we will then apply the following:

- Children who have a sibling at the school.
- The child who lives closest to the school (by walking distance)

Waiting List

All children will be entered onto the waiting list when they apply. The waiting list is arranged in the date of birth order with the eldest child at the top. Priority factors as listed above may be considered by school staff when admitting children on the waiting list. Waiting lists are reviewed as soon as a place becomes available in the nursery and families on the waiting list may periodically be given courtesy calls to enquire whether they still want to remain on the waiting list.

Where the nursery is not able to offer an immediate place, families are encouraged to apply elsewhere as well as remain on the waiting list if they urgently need a place. Once a place becomes available to a family on the waiting list they will be informed through a letter or phone call. We will use the information on the waiting list to invite families to events taking place in the nursery for example 'Stay and Play' sessions.

Application for a nursery place can be obtained by completing the online form on the website:

<https://docs.google.com/forms/d/e/1FAIpQLSeIviT28pn3RnmI8cN-DnYCguj92Jtlmvx4dhCgZwBmHpTTPA/viewform>

Please note: Registration does not qualify as a child being able to start

Documents needed to support an application

Before starting nursery, parents will be asked to provide one of the following:

- UK Birth Certificate
- Valid Current Passport
- European Economic Area* (EEA) Identity Cards
- Official Documentation from the National Asylum Support Service indicating they are supporting the family e.g. Application Registration Card (ARC)

Plus one of following documentations:

- Council Tax Bill for the current financial year
- Current Housing Benefit Entitlement Letter
- Current Tenancy Agreement for Council Housing or Housing Association Property
- Tenancy Agreement for Private Accommodation from Newham Accredited Landlord
- Letter from the National Asylum Support Service (NASS) Team informing the family of the address of the accommodation being provided for the family
- A letter from Adult/Children's Services Asylum Team informing the family of the address of the accommodation being provided for the family

Plus one of following documentations:

- Gas Bill/Payment Schedule/Reminder – dated for the current financial year
- Electricity Bill/Payment Schedule/Reminder – dated for the current financial year
- Water Bill/Payment Schedule/Reminder – dated for the current financial year
- Telephone Bill/Reminder – dated for the current financial year
- Mobile Phone Bill/Reminder – dated for the current financial year.

Data Protection

Parents are made aware that we hold the information that they provide to us in accordance with our Data Protection policy. It is explained to them why we need the data we keep and how we use it.

Accepting a place

In the first instance families will be contacted by phone to inform them a place has become available. If they accept the place, an offer letter will be issued. After the offer letter has been returned they will be given a home visit date and start date. They may also be invited to stay and play sessions.

Home visits

Visits will be arranged by the Nursery to visit the child and the family in the home setting. Once a home visit has been arranged and all the relevant documentation completed, the child will be given a start date.

Parents applying from another local early years setting

If parents wish to move from another early years setting (private nursery, childminder or school nursery) where their child has already started we will inquire as to the reason and suggest if there are difficulties in the relationship that they attempt to resolve this with the setting. If the parent is definite they wish to move and we have a spare place we will always ensure they have given adequate notice to the previous setting and talk to them about preparing the child for the transition to our setting. We will also contact the other setting to support the transition move.

Parents withdrawing their child from our Nursery

If parents wish to move from our setting we will require a minimum of two weeks notice. We will of course inquire as to the reason and ensure that all matters are discussed and amicably resolved for quality assurance purposes.