

Rosendale Primary School & Children's Centre

Admissions policy & procedure

We provide childcare five days a week from 8.00 am until 5.50 pm for 48 weeks of the year. Our childcare provision is registered with Ofsted and we can care for up to 57 children at any one time, aged between 6 months and 4 years 11 months.

We provide full time and part time places for fee paying families. Full time is for 5 full days, and part time is for 2 or 3 full days a week.

We also provide places for children eligible for the Free Early Learning (FEL). Universal FEL places are offered over 3 mornings or afternoons a week, or a combination of both. Extended FEL, places are offered for up to 5 hours a day between 9 am and 2 pm.

Please see our Fee Policy for more information on fees and top up options for FEL places.

In order to apply for a childcare place, an Application Form must be completed. Application Forms are available from the children's centre reception or online; visit www.rosendale.cc and click the 'Under 5's Childcare' tab.

We operate a waiting list, from which places are allocated on a first come, first serve basis depending on requirements such as type of place, days needed and required start date. However we prioritise places for

- Families who have additional needs
- Families who have children already attending the children's centre childcare
- Staff members

Temporary and emergency places will be considered if we have a place available at the time. A referral will need to be made by a health professional, social care worker or another appropriate professional agency.

When a place becomes available that meets a family's requirements, the family will be contacted and a meeting arranged. During this meeting there will be an opportunity to look around the centre, meet your child's Key Person, discuss requirements, arrange a settling in period and complete admission forms.

Children can access childcare at Rosendale Children's Centre up to the age of 4 years and 11 months. When children are approaching the age of 4, parents/carers should apply for a place through the appropriate Local Authority.

We are one of Lambeth's enhanced providers. We allocate places for children with SEND (Special Educational Needs and/or Disabilities) and we receive additional funding and support from the Local Authority.

Last reviewed September 2021