



# Dog Kennel Hill

## Admissions Procedures

<b>Date of issue</b>	January 2023	<b>Date of next review</b>	January 2024
<b>Person responsible for updating this plan</b>	Galiema Amien-Cloete & Barbara Ghezzi		

Copies of this plan are held by:

Shared area	Policies
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# Applying for a reception place

Admissions to Reception are handled by Southwark through the Common Application Form, which is available online at [www.southwark.gov.uk](http://www.southwark.gov.uk).

In Year admissions must be directly through the Southwark website: [In year admissions - Southwark Council](#)

Admissions to Reception at DKH follows the Southwark community schools oversubscription criteria. This means that priority is given first of all to looked-after children, then to siblings of children who are currently attending the school, then to children with particular medical, social or psychological needs, then to children of staff members and finally based on distance from the school.

## Applying for a reception place

Please click on the links below for more information and an application form.

- [Apply for your child's school place online](#)
- [Starting Primary School Handbook 2023-2024](#)



## Nursery Admissions

Children can join the waiting list for a place at our Nursery once they are 2 years old, places will be offered for the September following their 3rd birthday.

If you would like to add your child to the waiting list for a place at our Nursery please come into the school office between 10am and 2:30pm to complete the application form. All applications must be accompanied with the following documentation:

- Your child's Birth Certificate and NHS number
- A recent Council Tax bill
- A recent letter from Child Benefit or Tax Credits (no more than 3 months old). If you are not in receipt of either please provide your child's NHS medical card

Please bring the original documents with you when you come to complete the application form so that we can take copies. Parents will be informed by the end of May if their child has a place to start in September. If there are more applicants than spaces available, places will be offered based on the following criteria:

- Looked after children. Children with an educational, social or medical need (please note these applications must be supported with professional documentation)
- Children with a sibling that will be attending the school at the time of admission
- Children living nearest the school measured by straight line route from home to main school gate.

If you have any questions regarding the application process for Nursery please contact the office manager, Carrie Lucas at the school office on **0207 274 1829**.

## Extended Entitlement

Are you entitled to additional hours in nursery? To find out if you are, please click on the link below:

- [Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)

The school will require a valid 30 hour code to be confirmed prior to your child starting at the nursery and must be renewed every 3 months via your childcare portal.

## In Year admissions

To apply for an 'In Year admissions' you should visit: [In year admissions - Southwark Council](#)

You can contact the school office via email: [school@dkh.southwark.sch.uk](mailto:school@dkh.southwark.sch.uk) or by calling the school on 0207 274 1829. The school will offer in year admissions parents a tour of the school along with a brief meeting with a member of the senior leadership team. A child may be placed on the school's waiting list if the year group is full.