



Birchfield Nursery School

Admissions Policy

Children are eligible for funded sessions at the Nursery from the beginning of the term following their third birthday and places are offered on a part-time basis. Children can access nursery sessions the day following their third birthday (places permitting) on a paid for basis (Please see our Charges Policy for further details).

The nursery has capacity for 65 children per funded session (9.00-12.00/12.45-3.45).

Priority for admission will be given to Halton residents and as follows:

1. Children in Public Care who are subject to a care order, or are accommodated by the Local Authority.
2. Children in need as defined by the Children Act 1989.
3. Children who wish to take-up their full free entitlement (of either 15 or 30 hours per week) at this Nursery.
 - i. Children aged 4 (i.e. children who will have reached the age of 4 by 31st August).
 - ii. Children aged 3 (i.e. children who will have been reached the aged of 3 by 31st August).

The nursery allocate 30 hours places using the above criteria

Where there are more children in any one of the categories above than there are places remaining, the following tie-break will be used:

- i. Halton resident children, with the oldest child having highest priority.
- ii. Siblings – children with an older brother or sister expected to be attending this Nursery at the time of admission.
- iii. Where more than one child has the same birth-date, those living nearest the school, as measured using an Ordnance Survey Address Point system which measures straight line distances from the address point of the nursery to the address point of the places of the child's permanent residence will have priority.
- iv. Children resident in other authorities, as described above.

Children with additional needs

The school has policies for special educational needs, disability and inclusion.

Parents of children with additional needs or disabilities are encouraged to contact the school prior to admission to discuss how the school, family and relevant agencies can work together to meet the child's needs.

Where parents have concerns about their child's development or additional needs have already been identified we encourage parents to share this information so that we can put in place additional transition arrangements. Additional arrangements may include a home visit, a meeting with all agencies as well as additional transition settings to ensure that your child's needs are met fully on transition into the nursery

Children who have already turned four

There are circumstances where parents may choose to exercise their right to defer entry to primary school if their child's fourth birthday occurs following the Easter break. Such cases will be considered carefully on an individual basis and places will be allocated where this is felt to be the best fit for the child in collaboration with the feeder primaries and Halton Admissions team.

Paid for sessions (early admissions)

In line with EYFS guidance and statutory frameworks and where places are available Birchfield will admit children into nursery on a (paid for) basis the day after their third birthday. Current charges can be found in our charges and remissions policy).

Closing dates for applications.

Admissions are administrated by the school in the year prior to admission. Our proposed applications deadlines are:

Admission Date	Closing Date	Parents contacted on or before
Autumn	1st April	1st May
Spring	30th September	30th October
Summer	1st January	1st February

As children are now able to enter nursery on a paid for basis the day after their third birthday we encourage parents to apply for their place (stating preferences clearly) as early as possible to avoid disappointment Applications received after the initial allocations date cannot be guaranteed their first choice session.

How to apply

Parents may complete an application form once their child is born by either calling into school or requesting a form to be posted to them. We also need to see a copy of the child's birth certificate. A place will be confirmed prior to entry and parents will receive a starting time and date.

Appeals

In cases where parents have been unsuccessful in receiving a place or their first choice place (in the case of 30 hours) we ask that you send a letter of appeal addressed to the Chair of Governors with an outline of your case.

Appeals will be considered and responded to within one working week of receipt

Parents wishing to access non-funded sessions (Payable) please contact the school office to confirm start dates on allocation of a place.

Please note that completion of an application form is not a guarantee of a place, although every effort will be made to accommodate all children whose parents wish them to attend. According to the policy no account is taken of which primary school the child is likely to attend, or length of time the child has been on the waiting list.

The school has a complaints procedure which is available from the office. Further details regarding pre-school provision is available from the Family Information Service Tel 0151 511 7375 www.halton.gov.uk/fis.