



Birchfield Nursery School

Admissions Policy

The existing arrangements are that children are eligible for admission from the beginning of the term following their third birthday and places are offered on a part-time basis. **(i.e. 5 morning or afternoon sessions per week)**. Priority for admission will be given to Halton residents and as follows:

- i. Children in Public Care children who are subject to a care order, or are accommodated by the Local Authority.
- ii. Children in need as defined by the Children Act 1989.
- iii. Children who wish to take-up their full free entitlement at this nursery school/class.
- iv. Children aged 4 (i.e. children who will have reached the age of 4 by 31st August).
- v. Children aged 3 (i.e. children who will have been reached the aged of 3 by 31st August).

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 the nursery class 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.

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 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.

Organisation

The nursery caters for 130 children on a part time basis who attend either 5 mornings or 5 afternoons per week.

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.

Parents have the opportunity to visit without children for an informal meeting where they are able to meet staff have a short presentation about the nursery and view the building and grounds. Parents can also request a home visit so staff can meet the child in their home environment and discuss individual needs.

New children are then admitted to a morning or afternoon session in small groups and are settled in gradually. The intake procedure takes a few weeks and we ask parents and children to be patient if they are not admitted in the first week.

On the child's first day they stay with their parent/carer for one hour. On the second day they stay alone for 1 1/2 hours and, if settled then stay for the full session for the rest of the week. If children need a longer period to settle or children have any additional needs staff and parents will make individual arrangements.

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