



## **Birchwood Nursery School Admissions Policy**

### **Criteria for Admissions**

As a maintained nursery school we follow the Hertfordshire County Council admission arrangements guidance.

For children applying for a nursery place (term after 3rd birthday)

1. Children with a statement of Special Educational Needs naming the school
2. Children in public care (Children Looked After)
3. Children 'at risk' or with a Child Protection Plan
4. Other applicants:
  - a. Children with a particular medical or social need
  - b. Children attending our onsite Preschool provision
  - c. Siblings (at the time of entry)
  - d. Children eligible for the 30 hours free childcare for working families (*subject to confirmation of the eligibility from the DfE and any identified priority groups within this*).
  - e. Children of staff who are employed at Birchwood or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - f. Any other children

Birchwood Nursery is registered for education/childcare/extended care for children from 2 years – 8 years old.

The admission criteria for children who apply for this provision is as above and also has the following additional criteria:

- Children who meet the current criteria for a 2 year old funded place
- Children who have turned 2 and wish to pay for education/care
- Other exceptional circumstances
- Other children according to the position and length of time on the waiting list and availability of required sessions, the manager will use her discretion.

### **Implementation of Policy**

#### **Admissions**

- Parents may contact the Nursery/Preschool for more information by telephone 01707 262648, e-mail [admin@birchwoodnursery.herts.sch.uk](mailto:admin@birchwoodnursery.herts.sch.uk)/[preschool@birchwoodnursery.herts.sch.uk](mailto:preschool@birchwoodnursery.herts.sch.uk) or in writing to Birchwood Nursery School, Birch Way, Hatfield, Hertfordshire, AL10 0PD.
- After contacting the Nursery/Preschool parents and carers will be asked to fill in the online application form and be offered an opportunity to look around on a normal working day.
- Parents and carers of 3 year olds will be advised to apply via our electronic application form. Our website specifies the closing date for applications and the date upon which written offers will be sent out. Parents will be informed whether there is a place available for their child within the time limits agreed by the Nursery.
- Once the admission is agreed in writing, the parent or carer will be contacted to arrange a date for the child's induction in to Nursery/Preschool.
- A home visit will be arranged to gather information from parent/carer and to introduce procedures.

- Parents will be expected to bring their child for at least one introductory session where parents will stay to support their child's transition.
- If parents are paying for sessions they will be required to complete a registration form and sign an agreement consenting to the number of sessions the child will attend and when payment of fees is required.

## **Waiting List**

***To ensure that admissions to the school are fair and transparent the following procedures will be followed:***

- When a parent or carer makes an application to the school and there is not a place available, the school's waiting list procedure will be explained fully and parents will be made aware of the Admissions Policy on the website.
- The waiting list is managed in accordance to the criteria for admissions set out above. The school will advise the parent or carer at the time of application on an approximate timescale before a place becomes available. However this cannot be guaranteed and does not form a binding agreement.
- When a place becomes available the parent or carer who is highest on the waiting list will be contacted by telephone and in writing requesting confirmation that the place is still required. If no communication is received from the parent or carer within fourteen days the next person on the waiting list will be contacted and offered the available place.

The Preschool operates a continuing expression of interest/waiting list for parents.

- When a parent or carer makes an application to the preschool and there is not a place available, the Preschool's waiting list procedure will be explained fully.
- The waiting list is managed by the order of the date of application (subject to availability). The preschool will advise the parent or carer at the time of application that they will be added to a waiting list while confirming the date they require their child to start at the preschool and the sessions that they may require. The preschool will give an approximate timescale as to when a place may become available. However this cannot be guaranteed and does not form a binding agreement.
- When a place becomes available the parent or carer who is highest on the waiting list will be contacted by telephone requesting confirmation that the place is still required (and sessions required), if there is no reply, when possible a message will be left for the parent or carer to contact the Preschool, the phone call is logged and if no response is received the process will be repeated a week later, If no communication is received at this point, the next person on the waiting list will be contacted and offered the available place.  
If the parent or carer wishes to take up the place for their child a confirmation letter will be sent to them giving details of the dates for their home visit and play sessions for their child.

## **Roles and Responsibilities of Headteacher, Other Staff, Governors**

The **Headteacher** will ensure that:

- Children are admitted in accordance with this policy
- The school is represented on the LA online admission register

All **staff** are expected to follow this policy when advising prospective parents and admitting children.

The **governing body** will ensure that:

- The admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- The admission arrangements are made available to parents and potential parents
- An admission's register is kept up to date

Any queries or concerns about admissions to the school should be discussed with:

The Headteacher, Birchwood Nursery School

Telephone: 01707 262648

Email: [admin@birchwoodnursery.herts.sch.uk](mailto:admin@birchwoodnursery.herts.sch.uk)

**Date reviewed: February 2019**

**Date of next review: February 2020**