



# The Policy and Procedures Admissions at the Federation of Duke Street and Highfield Nursery Schools

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# Federation of Duke Street and Highfield Nursery School - ADMISSION POLICY

– review date April 2024  
Planned review date in 12 months

Duke Street and Highfield Nursery Schools follow the Lancashire Education Authority's Nursery Admission Policy when allocating places as explained below.

## How to apply for a place:

A child's names can be placed on the application list from as early as birth and the child will remain on our application list until a time that they meet the admission age or the parent has expressed that they no longer need the place. Making contact with the nursery office and providing basic information (child name, DOB etc) will be enough to have a child added to our application list. To guarantee your placement we require a completed application form returning to the nursery office and a copy of the child's birth certificate.

A child can attend the nursery from the age of 2 however it is wise to note that funding for 2 year old's (if eligible) can only be claimed from the start of the term after your child's 2nd birthday (September, January or April), this also applies to 3 year old children. Parents/guardians are encouraged to pay for sessions for their child to attend immediately after their 2<sup>nd</sup> birthday. In doing so the nursery will give you one 3 hour session completely free of charge until the start of the following term. At the start of the new term your child's sessions will then either be funded or will be charged at the normal rate.

## Allocation Criteria

Places are allocated according to the following criteria, in priority order:

- A. Children in public care (looked after children) or those children at risk of becoming looked after.
- B. Children with Educational Health Care Plans (EHCP) for special educational needs (SEN) and those with exceptional/strong SEN reasons for attending Duke Street/Highfield Nursery School.
- C. Exceptional/strong medical, social, welfare reasons (associated with the child and/or family) for attending Duke Street/Highfield Nursery School.
- D. Children who are eligible for FEYE2.
- E. Children who have a sibling in attendance at Duke Street/Highfield Nursery School at the time of their admission.
- F. Parents/carers who provide evidence of training/education at a local establishment, working locally or established local childcare arrangements (at the time of the child's admission).
- G. Those living nearest to Duke Street/Highfield Nursery.

## Notes:

- In relation to A, B, C, D, E, F and G, parents must provide the necessary evidence and contact names/email/telephone numbers with their application.
- For criteria E, siblings are defined as brothers, sisters, step brothers, step sisters, half-brothers, half-sisters, adopted and fostered children living with the same family at the same address.
- In relation to G, measures will be in a straight line (centre of building to centre of building).
- Criteria G will be used as a tie break should there be oversubscription within any of the stated admission criteria.

## Admission Cycle:

The admission panel meets in June to allocate places for the September intake, November to allocate places for the January intake, and February to allocate places for the April intake.

All the children receive a home visit and/or a meet and greet appointment with their Family Worker, then a phased admission programme begins to admit the children and work with both child and parent during the settling period.

#### **Later Admissions:**

In the event of places being available the admission process will take place for children to start mid-term. The admission criteria above will again apply.

#### **Waiting List:**

In the unlikely event of Duke Street and Highfield Nursery School receiving more applications than there are available places, parents will be able to seek provision elsewhere and can also request that their child's name be placed on our waiting list. Should places become available then these will be offered in accordance with the above admission criteria and **not on a first come first served basis**.

#### **Medical, Social and Welfare Reasons:**

If you feel that there are exceptional medical, social or welfare reasons associated with your child and/or family which support admission to Duke Street/Highfield Nursery School you must indicate that this is the case on your application. These may include serious medical and psychological needs or disabilities which make travel more difficult. Please bear in mind that **all** nurseries can make provision for special educational needs, and can also manage common conditions e.g. asthma, epilepsy, and diabetes.

Where exceptional medical, social or welfare reasons are identified, supporting evidence will be required. This may be from whatever source(s) the applicant feels are most appropriate. Examples of providers' evidence are doctors, health visitors, social workers. Only exceptional reasons will be considered. **If you do not provide supporting evidence then it will not be possible to consider the application under the medical, social and welfare criteria.** During the early stages of the allocation process, all claims of exceptional medical, social and welfare reasons are considered. Where the reasons claimed are not considered exceptional then the application will then be dealt with under the other admission criteria.

All information which is submitted will be considered as being confidential.

#### **Training, Education, Local Work or Local Established Childcare:**

If you require that an application for Duke Street/Highfield Nursery School be considered under this criteria, then you must provide evidence to support your application. This may include:-

- Written confirmation from a college/training provider of your future enrolment or current participation. This should confirm the start and end dates of any programme and the day and hours per week of your participation.
- Written confirmation from an employer of your place/address of work and the days/hours per week involved.
- Written confirmation from a child minder about any existing or ongoing child care arrangements including the date on which they started and the address where the child is situated under the arrangement.

**In relation to all applications, Duke Street/Highfield Nursery School and the Local Authority will investigate the accuracy of any information which is provided. Places may be withdrawn if they have been offered based on inaccurate information.**