



Sandy Lane Nursery and Forest School
 "Nurturing curiosity and inspiring imagination"

Admission Arrangements 2018

DOCUMENT STATUS

| Produced By | Version | Date | Action |
|--------------------------------------|---------|--------------|---|
| Sandy Lane Nursery and Forest School | 1 | March 2010 | 23.02.10 – full governing body meeting noted WBC's Admission Arrangements for 2011/12 |
| Sandy Lane Nursery and Forest School | 1 | January 2012 | Updated |
| | | January 2013 | Annual Review 12.03.13 |
| | | 17.11.15 | Reviewed by Curriculum Committee |
| | | 08.12.16 | Reviewed by Curriculum Committee |
| | | 28.03.17 | Ratified by full governing body |
| | 2 | 04.07.17 | Ratified by full governing body |
| | 3 | 28.11.17 | Ratified by full governing body |
| | 4 | 22.11.18 | Ratified by full governing body |

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Legislation

Section 88c of the School Standards and Framework Act 1998
School Admissions Regulations 2012

Approval

Full governing body or a committee of the governing body where the school is an admissions authority (applies to Sandy Lane Nursery and Forest School for some Rising-3s)

Review

Annually

Amendments, July 2017

- 15 hours per week for 2-year olds accessing alternative provision from September 2017
- Admissions criteria for 30-hour places
- Changes to session times from September 2017
- Wrap-around care contracts

Amendments, October 2017

- Admissions criteria for 30-hour places: safeguarding

Amendments, June 2018

- Admissions criteria for 30 hour places
- Changes to session times from September 2018

Amendments, September 2018

- Admission criteria for Alternative Provision
- 30 hour session times
- Wrap-around care

ADMISSIONS POLICY

Admissions to Sandy Lane Nursery and Forest School follow the Local Authority's (LA's) *Nursery Education – A Guide for Parents on Nursery Admission Arrangements* booklet. We adhere to Warrington Borough Council's admissions policy and procedures, as below.

Admissions Criteria for 3-4 Year Olds

- Parents/carers who wish to enrol their child for Sandy Lane Nursery and Forest School –

Either:

- If the child is not 3 before the year prior to admission, fill in a form available from the reception office which is then kept on file

Or:

- If the child is 3 during the year prior to the September intake, complete an LA admissions form which is available from the reception office or the LA's School Admissions Team
- A child usually attends the nursery school for three terms prior to the year in which they start Reception class
- If there are places following the September intake, consideration will be given:
 - Firstly, to children who are three before 31 December that same year; and
 - Secondly, to children shortly after their third birthday during the year, thus enabling them to have four or five terms of nursery education
- Placements in the first instance at Sandy Lane Nursery and Forest School are for Warrington residents only
- Relocations to Warrington after the closing date will be considered as late applicants

Over-Subscription Criteria

If the demand for places exceeds the number of placements available, the following over-subscription criteria will be applied:

1. Children in the care of the Local Authority (*Children in Care*);
2. Children with Special Educational Needs;
3. Children with exceptional personal or domestic circumstances;
4. Other children resident in Warrington; and
5. Children resident outside Warrington.

If there are insufficient places to accommodate all the children in one of the categories detailed above, priority will be given to children living nearest to the school.

Admissions Criteria for 2-Year Olds

The school arranges its waiting list in birth order. In addition, the following circumstances may be taken into account:

- Siblings already attending the school;
- Vulnerable 2-year olds;
- The vicinity of the home to the school

If over-subscribed, the school adheres to Warrington Borough Council's published guidance.

Admissions Criteria for Alternative Provision (Rainbow Room)

Places for Sandy Lane Nursery and Forest School's alternative provision (sometimes referred to as designated provision) for children with complex additional needs can only be allocated following a referral from the paediatrician at the NHS Child Development Centre. Children will then be referred to the EYSENDIF panel and allocated a place at Sandy Lane Nursery and Forest School Alternative Provision if appropriate.

All children entering alternative provision, including 2-year olds, have access to 15 hours' education per week. If any parents do not wish to take up their full entitlement, the headteacher will have the discretion to re-allocate any surplus hours accordingly.

Admissions Criteria for 30-Hour Places

The government has introduced an on-line service to check eligibility for the free 30-hours' childcare offer. Parents/carers can check to see if they qualify by following the instructions below.

1. Go to: www.sandylanenurseryandforestschool.co.uk
2. Click the tab **About Us**
3. Click the tab **30 Hours' Free Childcare Entitlement**
4. Scroll down the page to **30 hours' free childcare**
5. Click **Apply now**

If eligible, parents/carers will receive a code which they must present to the school in order to allocate and plan for the 30 hour places.

Places for 30 hours at Sandy Lane Nursery and Forest School are currently limited in both the Garden Room and in the Rainbow Room. Places will be offered as follows:

- Children in the care of the local authority (Safeguarding)
- Returners (first-come-first-served in the event of over-subscription)
- New children on a first-come-first-served basis

Session Times

With effect from September 2018:

- Morning sessions: 8.30 am to 11.30 am
- Afternoon sessions: 12.30 pm to 3.30 pm
- 30 hour sessions: 8.30 am - 2.30pm

Wrap-Around Care

All parents who wish to purchase additional hours for their children, including attendance at breakfast and lunch clubs, must complete and sign a contract with the school detailing their preferences, after discussion with the teacher in charge of wrap-around care. Again these places are limited. The fees below will be subject to change at various intervals.

| Monday to Friday | |
|--|---|
| 'Wide Awake' Club 8.00 am-8.30 am | £3.00 with breakfast (provided by the school) |
| Lunch Club (30 hours) 11.30 am-12.30 pm | OPTION ONE: Nursery dinner: £2.50 (nursery will provide) |
| | OPTION TWO: Nursery packed lunch: £2.50 (nursery will provide) |
| | OPTION THREE: Packed lunch: home to provide |
| Lunch Club (15 hours) 11.30 am-12.30 pm | £5.00 Plus either of the lunch options above |
| After-school Club 3.30 pm-4.00 pm | £2.50 |

| Monday to Friday | |
|---|-------------------------|
| Additional morning session: 8.30-11.30 am Additional afternoon session 12.30-3.30 pm | £15.00 (£5.00 per hour) |

How We Contact You

Successful Applications

Successful applicants will be given adequate notice by the school before the child's anticipated start date.

Unsuccessful Applications

Sandy Lane Nursery and Forest School will keep a waiting list of unsuccessful applicants and they will be informed when a place becomes available.

Queries

Admission queries will be dealt with by:

1. Sandy Lane Nursery and Forest School on 01925 623640; and/or
2. Warrington Borough Council's Family and Wellbeing Directorate's School Admissions Team on 01925 442952.