



Admissions Policy 2026

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First Version Date	September 2021
Version	4

A handwritten signature in black ink, appearing to read 'Cathy Liku', is positioned below the table.

Based on EYFS space and ratio requirements the nursery has capacity for 65 children per funded session in 3-year-old provision and 16 30 places in 2-year-old provision. These places are allocated as

3-year-olds	
30 hours	52
15 hour morning	13
15 hour afternoon	
2-year-olds	
30 hours	16

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).
 - iii. Children aged 2 (i.e. children who will have reached the age of 2 by 31st August)

The nursery allocates 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

Where places are available Birchfield will admit children into nursery throughout the academic year following their 2nd birthday. These are chargeable where children are not eligible for funding codes (See 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	15 th January	February half term
Spring	30 th September	30 th October
Summer	1 st January	1 st February

As children are now able to enter nursery on a paid for/funded basis the day after their second 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 emailed 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 15 school days 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.

Version Control and Change History

Version Control	Review Date	Amendment
1	September 2021	Document Created.
2	September 2023	Autumn Closing Dates were updated.
3	September 2025	Cover sheet added. The following wording was removed - Further details regarding pre-school provision is available from the Family Information Service Tel 0151 511 7375 www.halton.gov.uk/fis .
4	January 2026	Clarification of hours Addition of 2-year-old admissions