

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



2025-26 Admission Arrangements

DOCUMENT STATUS

Produced By	Version	Date	Action
Sandy Lane Nursery and Forest School	7	01.07.25	Reviewed by full governing body
	8	November 2025	Further amendments approved by full governing body

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

v2, 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

v3, October 2017

- Admissions criteria for 30-hour places: safeguarding

v4, June 2018

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

v4, September 2018

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

v4, October 2018

- Oversubscriptions criteria

v5, June 2020

- Amended criteria for Rainbow admissions and explanation of the EY SEND Provision Panels
- Amended 30 hours
- Amended costs
- Attached applications

v6, June 2021

- Amended priority for children adopted from state care outside of England, in line with new statutory admissions code from 01.09.21 (see over-subscription criteria, p4)

v7, July 2025

- Inserted weblink instructions for finding information on 2-year funding criteria on p4 and removed 'Guide to Applying for Two Year Old Funding' on p10
- Amended weblink instructions for finding information on 30-hour place criteria on p6

v8, November 2025

- Inserted first two paragraphs on p3 regarding places being free of charge and that termly payment is voluntary
- p3: updated website link and information regarding being eligible for more than 1 benefit
- p7: information regarding eligibility and grace period
- p8: information regarding payments for additional hours

ADMISSIONS POLICY

Government funding delivers 15 or 30 hours a week of free, high quality, flexible childcare, depending on eligibility. All 15- or 30-hour places are free of charge to parents and there are no mandatory charges for parents in relation to the funded hours.

We ask parents to make a voluntary donation each term, suggested amounts can be found on our website. These funds contribute towards the school's costs for 'little extras' which include a birthday and Christmas present for each child, special food for our parties and celebrations, their daily healthy snack, visitors to nursery and our annual festival for parents and children in the summer term. All children take part in these activities regardless of whether donations have been received.

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 LA or were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship) (*Children in Care*); and children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted;
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.

The government has introduced an on-line service to check eligibility for the free 15-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 **Parents**
3. Click the tab **30 Hours, 2 year funding and support for childcare**
4. Click link to www.beststartinlife.gov.uk

If eligible, parents/carers will receive a code which they must present to the school in order to allocate and plan for the 15-hour place.

Families in receipt of additional government support, for example Universal Credit, and working parent eligibility, can continue to receive a free place until the point the child becomes eligible for the universal entitlement for 3 and 4 year-olds.

Admissions Criteria for Specialist Provision (Rainbow Room)

Children will be allocated a place through the local authority's Early Years' Sandy Lane Provision Panel. To ensure consistency, fairness and transparency within the admissions process, admissions to 'Rainbow' SEND provision within Sandy Lane Nursery and Forest School for children with additional needs and/or PMLD (profound and multiple learning difficulties) will be determined by an agreed procedure. The school's headteacher and SENDCo/Rainbow Room lead teacher are both members of this panel. The local authority and the school will work together to make sure that

the child's needs are met, parent/carer views addressed and the capacity of the school considered.

For a child with complex and additional needs and/or PMLD to be placed in Rainbow Room, the alternative provision within Sandy Lane Nursery and Forest School, there must be rigorous assessments in place which demonstrate evidence of significant delayed development and complex learning needs from a range of professionals. Along with an up to date tracking document, further information will include written reports from all of the professionals involved, including:

- CDC (Child Development Centre) based health professionals
- LA Area SENDCo
- Early Years SEND Outreach Workers
- Specialist Teachers for Children with Sensory Impairment (VI/HI (Visual Impairment/Hearing Impairment))
- Educational Psychology Service
- Early Years SENDCo
- Early Years setting the child attends

The child must be a Warrington resident, be in receipt of DLA (Disability Living Allowance) and have more than one of the following complexities of need:

- Significant additional and complex needs in more than one area of development
- Significant and persistent additional needs or PMLD
- Delayed learning and social and communication difficulties which require access to a significantly differentiated curriculum and specific learning programmes delivered by experienced SEND teachers and SEND support staff
- A life-limiting condition and is in receipt of palliative care
- A need for regular and consistent access to a range of therapeutic interventions delivered by external specialist staff such as physiotherapist, occupational therapist, etc
- Significant medical needs which require ongoing monitoring and support provided by a member of staff trained in SEND First Aid
- Needs which would be met more effectively within a specialist environment by specialist SEND staff
- A significant condition which affects their cognition, physical ability and social and communication development; this may be identified at birth, within the first two years of life or diagnosed as part of a medical multi-disciplinary process (CDC)

Places will then be allocated using the following criteria:

1. Children with an EHCP that names Sandy Lane Nursery and Forest School as their allocated educational provision
2. Children in the care of the local authority or were previously looked after by the local authority, but ceased to be because they were adopted (or became subject to a child arrangement order or special guardianship)
3. Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted
4. Thereafter, children who meet the complexity of need with the most complex taking priority

Early Placements

Places will usually be offered from the beginning of the academic year in which the child turns 4. However, in a very few exceptional cases, where a child has the most severe and complex needs, places may be offered earlier. This may be when the child:

- Is in receipt of DLA and therefore eligible for EEF (Early Education Funding)
- Has profound and multiple learning needs which are evident with a multi-disciplinary assessment at the CDC having taken place
- Is unable to access early education outside of a specialist setting due to the impact of their difficulties
- Has a life-limiting condition and is in receipt of palliative care
- Has compromised parenting (child currently supported by Social Care)

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 **Parents**
3. Click the tab **30 Hours, 2 year funding and support for childcare**
4. Click link to www.beststartinlife.gov.uk

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.

Parents will be notified prior to their funding coming to an end. Funding codes need to be refreshed as soon as possible via their HMRC childcare account. If codes are not refreshed before they expire, parents then enter a grace period which is usually until the end of the current term. We aim to remind parents at least 5 working days before their eligibility code end date, but at least before their grace period starts.

It is not possible for a child to start accessing a funded place when in their grace period. We can provide contact details for the Early Education Funding Team who will consider extenuating circumstances.

Places for 30 hours at Sandy Lane Nursery and Forest School in the Garden Room (mainstream) 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

There are no 30-hour places in Rainbow Room due to demand for 15-hour places. Parents of children attending Rainbow Room who are eligible for 30 hours can request a shared place between Rainbow and Garden Rooms.

Session Times

Morning sessions: 8.30 am to 11.30 am

Afternoon sessions: 12.30 pm to 3.30 pm

30-hour sessions: 8.30 am - 2.30 pm

Wrap-Around Care

Parents who wish to purchase additional hours for their children, including breakfast, lunch or after school clubs can do so via School Spider depending on availability. Payment is required at time of booking and receipts are be issued through the app. The fees below will be subject to change at various intervals.

Monday to Friday	
'Wide Awake' Club 8.00 - 8.30 am	£3.00 per day with breakfast (provided by the school)
*Lunch Club (30-hour children) 11.30 am - 12.30 pm	Packed lunch: home to provide
*Lunch Club (15-hour children) 11.30 am-12.30 pm	£6.00 per day Packed lunch: home to provide
After-school Club 3.30 - 4.00 pm	£3.00 per day

*Some children may be eligible for a free school meal. In this case the nursery will provide a school meal for these children.

Monday to Friday	
Additional morning session:	£24.00 per session (£6.00 per hour)

Monday to Friday	
8.30 am - 12.30 pm Additional afternoon session 11.30 am - 3.30 pm	Packed lunch required for each session: home to provide
Additional hour (2.30-3.30 pm) session available to top up 30-hour children	£6.00 per day
Additional session (2.30-4.00 pm) available to top up 30-hour children	£9.00 per day

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 - email schooladmissions@warrington.gov.uk.

SANDY LANE NURSERY AND FOREST SCHOOL
Application Form



Child's Full Name: _____

Date of Birth: _____

Male/Female (Please circle)

Address (including postcode):

Name of Parent/Guardian: _____ **DOB:** _____

NI number: _____

Relationship to child: Mother/Father/Foster Parent/Other (please state) _____

Phone Number: _____

Email Address: _____

Home Language: _____ **Ethnicity:** _____

Is the child in the care of the Local Authority? Yes/No

Is there any information we should know regarding your child?

If your child has a special need, written support from a health visitor, doctor or social worker will be required and should be attached to this form.

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Funding	
Are you eligible for 2-year funding?	Yes/No
If 'No', will you be applying?	Yes/No
If 'Yes', please provide your 2-year funding code:	
Are you eligible for the Working Parent extended hours funding?	Yes/No
If 'Yes', please provide your Working Parent extended hours funding code:	

In some circumstances we can check, with your permission, to see if your child is eligible to 2-year funding. Is this something you would like us to do? Yes/No

Has your child previously attended/currently attends another nursery/childminder, and if so, which one? _____

Have any of your other children attended this Nursery? Yes/No (*please give their names)

Please indicate your preference for sessions: 30 hours/morning/afternoon

**How did you hear about us? Facebook/Google/Website/Live Locally/
Recommendation/Other (please specify)**

We offer wrap around care Monday to Friday.

We will also be offering a school holiday club in partnership with WASPS at a separate location. Do you think you may be interested in paying for any additional hours/sessions?

Before school..... yes/no

After school.....yes/no

School Holidays.... yes/no

Signed _____ Date _____

We will contact you when your child is eligible for a nursery place.

Please remember to inform us of ANY changes to this form.

Notes (office staff)