



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

## 2023-24 Admission Arrangements

### 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
			Annual Review
		January 2013	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
	5	13.07.20	Ratified by full governing body
6	29.06.21	Ratified by full governing body	
	05.07.22	Reviewed by full governing body	
	04.07.23	Reviewed 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 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

### Amendments v3, October 2017

- Admissions criteria for 30-hour places: safeguarding

### Amendments v4, June 2018

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

### Amendments v4, September 2018

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

### Amendments v4, October 2018

- Oversubscriptions criteria

### Amendments v5, June 2020

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

### Amendments 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)

## 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 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.

### 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:

- 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
- Warrington Portage 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 complexity 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.sandylandenurseryandforestschool.co.uk](http://www.sandylandenurseryandforestschool.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 in the Garden 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

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

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.

<b>Monday to Friday</b>	
'Wide Awake' Club 8.00 - 8.30 am	£3.00 per day with breakfast (provided by the school)

<b>Monday to Friday</b>	
*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.

<b>Monday to Friday</b>	
Additional morning session: 8.30 am - 12.30 pm Additional afternoon session 11.30 am - 3.30 pm	£24.00 per session (£6.00 per hour)  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 on 01925 446226 or email [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk).





**SANDY LANE NURSERY AND FOREST SCHOOL  
APPLICATION FORM**

Child's Full Name ..... Date of Birth .....

Address inc postcode .....

Name of Parent/Guardian ..... Contact Number .....

Is there any information we should know regarding your child?

.....  
.....

Does your child receive 2-year old funding/will you be applying? Yes/No

If you provide the following information, we will be able to check, on your behalf, to see if your child is eligible for 2-year old funding:

Parent's full name and DOB .....

National Insurance (NI) number .....

Have any of your other children attended Sandy Lane Nursery and Forest School? Yes\*/No (\*please give full names)

.....

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)



**WARRINGTON**  
Borough Council



## Guide to Applying for Two Year Old Funding

- To check whether your child is eligible for two year old funding, please visit the following website: [www.mylifewarrington.co.uk](http://www.mylifewarrington.co.uk)
- Click on the 'Childcare' button, then on the following page click on the blue 'Two Year Old Funded Early Education' tab. You'll find a link to the Live Citizen Portal, as well as a link to all approved providers who deliver two year old funding
- Once you have clicked the link to the Live Citizen Portal, click on the 'register' button and enter all of the required information
- Log in to your account and complete each stage of the application process. **Please note:** for Looked After children, Adoption/Residence Order or Special Guardianship, Special Educational Needs and children in receipt of DLA, you will need to apply via the "non-economic" criteria selection
- If you are eligible for two year old funding you will receive a code that begins with 'TYF877' in a green box
- It's important you keep a record of this code; it's unique to you and it is proof of your entitlement to funding. You will need to quote/show this code to your chosen setting
- Contact the childcare provider of your choice to arrange a visit. If you need any support in finding a childcare place, please email: [CHI-EEFTeam@warrington.gov.uk](mailto:CHI-EEFTeam@warrington.gov.uk)
- You will need to take a copy of the e-mail from the Citizen Portal which contains your reference code starting with 'TYF877' to the childcare provider as confirmation that a funded place has been offered to your child. In addition, a copy of your child's birth certificate and a letter as proof of address will also be required for identification
- Alternatively, you can visit your childcare provider and they will be able to complete an assisted application for you via their Provider Portal