



Admissions Policy

Updated September 2024

Briar Dene Childcare is committed to providing high-quality early years education and care for children in a safe, nurturing, and inclusive environment. This admissions policy outlines the procedures, criteria, and guidelines for enrolling children into our nursery. The objective of this policy is to ensure that the nursery admissions process is transparent, fair, and accessible to all families. We aim to create a welcoming environment for children and their families and prioritise their needs in alignment with the nursery's values.

All children must be between the ages of 2-5 on the date of admission.

Admission Process: The following steps must be followed for admission to the nursery:

- **Application:** After a visit to the nursery, parents or guardians must complete an official application form.
- **Waiting List:** If spaces are not immediately available, children will be placed on a waiting list and contacted when a space becomes available.
- **Assessment:** We will invite the child and their parents for an informal visit to the nursery to assess suitability and ensure the nursery is the right environment for the child.
- **Offer of Place:** If a place is available, parents or guardians will receive an offer of a place. Once the offer is accepted, the child will be enrolled and start on the agreed-upon date.

Prioritisation for Admission: In cases where the nursery receives more applications than available spaces, the following criteria will be used to prioritise admissions:

- **Siblings:** Priority will be given to children who have siblings already attending the nursery.
- **Children with Special Educational Needs or Disabilities (SEND):** We will consider applications from children with SEND on a case-by-case basis to ensure appropriate support can be provided.
- **Date of Application:** The nursery will give priority to applications received earlier, subject to the criteria listed above.
- **Parental Employment:** In cases where both parents and guardians are working, we will consider this when making admissions decisions, where applicable.

Fees and Funding:

- **Fees:** The nursery charges fees based on the child's attendance schedule, with detailed fee structures available upon request.

- **Funding:** We accept government funding for eligible children, including the Lancashire County Council early education funding scheme. Parents should check the eligibility criteria and apply through the relevant channels.

Special Considerations:

- The nursery is committed to inclusivity and will take reasonable steps to ensure that all children, regardless of background or ability, are given equal access to opportunities and facilities. We welcome children from diverse cultural, social, and linguistic backgrounds, and make efforts to accommodate any special requirements or adjustments needed.

Complaints and Appeals:

- If any parent or guardian has concerns or wishes to appeal the decision made during the admission process, they may contact the nursery manager to discuss their concerns. If necessary, a formal written appeal process will be outlined, and the nursery will review the decision in line with relevant guidelines.

This admissions policy ensures that the process is fair, transparent, and inclusive for all children, promoting an organised and equitable approach to nursery enrolment.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		