



**BRAVE CHURCH
NURSERY AND PRE SCHOOL**

ADMISSION POLICY AND CRITERIA

Introduction

The Vision of Brave Church Nursery & Pre-School is outlined by our statement

“We will strive in partnership with our families to give children the best start in every aspect of their life.”

A Christian ethos will prevail in the running and delivery of Brave Church Nursery & Pre-School which is open to all of the children in our Community whose parents wish their children to attend and engage in an environment with this ethos.

Responsibility

Brave Church Nursery & Pre-School is overseen by the Trustees of Brave Church Lancashire

Decisions regarding admissions are the responsibility of the nominated officer

Age Range

Brave Church Nursery & Pre-School is a nursery provision for children aged 6 months till 4 years.

The Nursery setting is able to provide full time childcare for children aged 6 months till 4 years and/or part-time Funded Early Education (FEE) for eligible under 2's 2, 3 & 4 year olds.

Eligible Children under 2, 2 year olds and all 3 year olds accessing FEE will be admitted the first term following their 2nd or 3rd Birthday:

Birthday period	Admission period
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1 st January – 31 st March	Start of Summer Term: April
1 st April - 31 st August	Start of Autumn Term: September
1 st September – 31 st December	Start of Spring Term: January

30 hour free childcare for eligible 3 & 4 year olds is now in place– Brave Church Nursery & Pre-School are committed to providing this where resources enable us to do so.

Application Process

Application forms for Brave Church Nursery & Pre-School are available from the Manger.

These can either be collected from the Brave Church Centre or e-mailed out to individuals – we do not post out applications. Please contact us on 07958597551 to request an application form.

We will facilitate parents/carers and their children to visit the setting to get a sense of who we are and how we work in order for them to be able to make an informed decision as to whether Brave Church Nursery & Pre-School is somewhere they would be comfortable sending their child.

We advise parents to make an application as soon as possible following attending if they wish their child to attend Brave Church Nursery & Pre-School.

Following the completion of the application form the parent/carer will be offered an introductory meeting with a member of the Brave Church Nursery & Pre-School Team.

At that meeting we will require proof of parental responsibility (child's birth certificate or relevant court order) home address (utility bill to the parent/carer at their home address) at the point of an application being made. Applications will not be accepted without these documents being viewed. Applications for Funded Early Education places for 2 years olds and 30 hours childcare for 3 and 4 year oldswill also need to include proof of eligibility from Lancashire County Council.

Each application will be considered in light of the Admission Criteria below.

The designated manager will keep a list of children's names with their parent/carer contact details – this will be called *Brave Church Nursery & Pre-School Admission List*.

Parents will be contacted by e-mail/telephone to advise whether their child has a place within 5 working days of that decision being made and an Introduction plan established which meets the needs of the child, their family and Brave Church Nursery & Pre-School and is in line with the Settling in Policy.

Waiting List

If it is not been possible to offer a place their details will be kept in case a place becomes available (with parental/carer permission). Length of time on the list is not a determining factor of whether a place is able to be offered. If a parent/carer is contacted and offered a place subsequently and they choose not to take up the place they will be asked if they wish their child's name to continue to remain on the waiting list. However they will then be considered alongside additional applicants and other eligible children.

Priorities and Criteria

The following criteria are in operation at Brave Church Nursery & Pre-School which will be subject to annual review by the Advisory Board:

1. The child is Adopted, placed in an Adoptive placement or subject to a Special Guardianship Order
2. The child is in Local Authority Care by virtue of Full/Interim Care Order of Section 20 regardless of the nature of the placement (foster carer, connected person or placed with parents)
3. Children who are subject to a Health, Education Care Plan (so long as Brave Kids Pre-School is able to meet the recommendations) or a Child Protection Plan
4. Children who have a sibling already attending Brave Kids Pre-School
5. Children who are in our Priority Admission Area (PAA) i.e. Oswaldtwistle, Church, Accrington in age order - children living the nearest to Brave Kids Pre-School will be prioritised
6. Children whose families are involved/attend on a regular basis events at Brave Kids Community Centre including Brave Church
7. Children outside of the PAA in age order

Transfers

Our preference is that transfers of children to Brave Church Nursery & Pre-School from either a childminder or alternative nursery is undertaken at the start of a new term. However we are willing to consider exceptional circumstances.

Any transfer will be considered against the criteria outlined above and dependent upon the availability of a place. Any offer of a place will be at the discretion of Brave Church Nursery & Pre-School management team.

Appeals

Pre-School & Nursery provision is non-statutory and is therefore not subject to a formal appeals procedure.

The decision of whether a child is offered a place at Brave Church Nursery & Pre-School is for the Management team to make in consultation with our Advisory Board. The decision is final and there is no right of appeal.

However, we are more than happy to discuss this policy and application with parents if the need arises.

This policy was adopted on 24th October 2016	Signed on behalf of the Trustees Craig Clark Trustee	Signed on behalf of the pre-school Louise Teese Nominated Officer Pre-School	Date for review March 2025
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