Admissions Policy

Published: September 2026

Review date: September 2028

Rational

Woodfield Nursery School is a Lancashire County Council maintained nursery school in Brierfield. We have places for up to 150 children between the ages of 2 and 4 years. Most children attend on a part time basis, either 5 mornings or 5 afternoons each week. We also offer 30-hour places for 2 and 3 year olds with an eligible working parents code.

Session times are as follows:
Morning session – 8:40am – 11:40am
Afternoon session – 12:30pm – 3:30pm

We aim to ensure that our places are offered in a fair, clear and objective way manner and therefore follow Lancashire County Council policy and associated procedures as below:

Admission Criteria (in priority order)

(i). Children in public care (children who are looked after by local authority) or those children at risk of becoming looked after. Children who were previously looked after and are now adopted, under special guardianship or subject to special child care orders.
(ii). Children with Education and Health Care plans (EHC) and those with exceptional/strong SEN reasons for attending Woodfield Nursery School.
(iii). Exceptional/strong medical, social, welfare reasons (associated with the child and/or the family) for attending Woodfield Nursery School.
(iv). Children who will have a sibling in attendance at the time of their admission.
(v). Parents/carers who provide evidence of training/education at a local establishment, working locally or established local childcare arrangements (at the time of the child's admission).
(vi). Children who attend our Nursery on funded provision
(vii). Those living nearest to Woodfield Nursery School.

Notes

- In relation to all the above criteria - parents must provide the necessary evidence and contact names/e-mail/telephone numbers with their application.
- Siblings are defined as brothers, sisters, step brothers, step sisters, half-brothers, half-sisters, adopted and fostered children living with the same family at the same address.
- In relation to (vi) measures will be in a straight line (centre of building to centre of building).
- Should there be oversubscription within any of the stated admission criteria distance from school will be taken in to consideration.

In most cases children will be admitted to Woodfield Nursery School however if Woodfield Nursery School receives more applications than there are available places the above criteria will apply.

Parents will be able to seek provision elsewhere and can also request that their child's name be placed on a waiting list for places at Woodfield Nursery School. Should places become available then these will be offered in accordance with the published admission criteria **and not on a first come first served basis.**

Children who are looked after or previously looked after

Due to changes in the law we are required to track the progress of all children who are looked after or have previously been looked after and therefore will require adopted or birth parents or guardians to declare this on admission to our Nursery School. This also includes children who have been subject to a care order or adopted abroad or in another local authority other than Lancashire.

Medical Social and Welfare Reasons

If you feel that there are exceptional medical, social or welfare reasons associated with your child and/or family which support admission to Woodfield Nursery School you must indicate that this is the case on your application. These may include serious medical or psychological needs or disabilities which make travel more difficult.
Please bear in mind that Woodfield Nursery School can make provision for special educational needs and can also manage common medical conditions e.g. asthma, epilepsy, and diabetes.
Where exceptional medical, social or welfare reasons are identified supporting evidence will be required. This may be from whatever source(s) the applicant feels are most appropriate. Examples of providers' evidence are doctors, health visitors, social workers. Only exceptional reasons relevant to Woodfield Nursery School.
If you do not provide supporting evidence then it will not be possible to consider the application under the medical, social and welfare criteria.

Parents may apply for a nursery place and send supporting evidence at a later date. It is strongly recommended that this is submitted by the closing date for applications.
After the closing date, during the early stages of the allocation process, all claims of exceptional medical, social and welfare reasons are considered. Where the reasons claimed are not considered exceptional, then the application will then be dealt with under the other admission criteria for the nursery school/class. All information which is submitted will be considered as being confidential.

Training, education, local work or local established child care.

If you require that an application for a nursery place be considered under these criteria then you must provide evidence to support your application. This may include:-
- written confirmation from a college/training provider of your future enrolment or current participation. This should confirm the start and end dates of any programme and the day and hours per week of your participation.
- written confirmation from an employer of your place/address of work and the days/hours per week involved.
- written confirmation from a child minder about any existing or on-going child care arrangements including the date on which they started and the address where the child is situated under the arrangement.

Single Remaining Place – Additional Tie Break

If a single place remains available at a nursery school or class and the next application is for twins/triplets etc. then flexibility will be exercised wherever possibly to allocate places for both/all of the children.

Woodfield Nursery School must liaise with the Local Authority if this situation arises.
Where a single place remains and there is more than one remaining applicant, an additional tie break may occasionally be required e.g. where there are two identical measures for the single remaining

ACCURACY OF APPLICATIONS

In relation to all applications Woodfield Nursery School and the Local Authority or the governing body of Woodfield Nursery School will investigate the accuracy of any information which is provided. Places may be withdrawn if they have been offered based on inaccurate information.

The governing body of Woodfield Nursery School will have due regard to the policy above and will convene an admissions panel in order to admit children on the waiting list.

Children can access 15 hours of free educational provision at Woodfield in either a morning or afternoon session. We also offer 30 hours provision to those who are entitled and this should be discussed with the Headteacher. An eleven digit eligibility code will be required before a 30 hour placement can be offered. Please note deadlines for each term will apply.

SCHOOLS ADMISSION ARRANGEMENTS

Online application forms for starting in reception class are available at www.lancashire.gov.uk. And must be submitted by the final date which will be displayed on the parents' notice board. Please ask Sue in the office who can help you with filling in the application form.

Please speak to Leanne Harrison (Headteacher) or Sue Bowden (Business Support Manager) for any specific queries with regard to admissions to Woodfield Nursery School.

Email: bursar@woodfield.lancs.sch.uk