



St Bede's Childcare Ltd

Admissions criteria for a nursery place

As far as possible, St Bede's Childcare Ltd will try and offer your child a place at your preferred setting. Places in childcare settings are limited by the physical space of the building. Each setting has a limited number of places to offer dependent on the size of the setting. If the number of children requiring certain places exceeds this number then not all children will be successful in getting a place. The setting will then become "oversubscribed"

The decision to offer a child a place under this criteria is the responsibility of the setting manager of St Bede's Childcare Ltd.

All places will be offered on a first come, first served basis but if the setting is oversubscribed the places will be allocated using the following criteria, this will be for both paid and free entitlement places:

1. **Brother or sister already attend the setting** – This includes foster children and step children living at the same address of the child. If only one place is available and the next children to be offered are siblings of a multiple birth, all children will have to be put onto the waiting list and the next person will receive a place
2. **Child in receipt of 2YOF/Child in need/Special Educational Need** – Children or families who are unlikely to achieve or maintain a high level of health/development without the support of high quality provision
3. **Looked after children and previously looked after** – This includes children who have ceased to be looked after because they have been adopted or become subject to a special guardianship order
4. **Exceptional medical needs** – This must be stated at the time of enrolment with details of support agencies in place to gather required amount of early help

Any child who is unsuccessful in gaining a place through the admissions criteria will be added to the setting waiting list and contact will be made via the setting manager when a place becomes available.

If you are unhappy with the decision given for your child's place then you can appeal via the Directors of St Bede's Childcare Ltd. This is to be done in writing detailing the reasons for your appeal. This must then be sent to:

Childcare Directors – St Bede Childcare Ltd

St Bede Primary Academy

Morris Green Lane, Bolton

BL3 3LJ

A decision will be made within 14 days of receiving the appeal letter. All decisions made by the Directors are final.