

Our motto is:  
**'Inspire, Cherish and Achieve together.'**



## **Admissions to Birkwood Primary School**

Children in the Early Years Foundation Stage have the opportunity to attend a part-time nursery place until the September following their fourth birthday. If applications are successful, children are offered a full-time school place to commence the September following their fourth birthday, although they are able to access this entitlement through a number of options (please see below).

### **ADMISSION TO FOUNDATION STAGE 1 (NURSERY)**

Parents of children over 2 years of age may complete form NI, which can be obtained from the School Office. Alternatively, the form can be downloaded from the Council website: [www.barnsley.gov.uk/schooladmissions](http://www.barnsley.gov.uk/schooladmissions) or by telephoning Admissions on 773670, 773677 or 773689. The completed form should be sent to the Schools Admissions Section, where the child's details will be entered on the appropriate nursery waiting list. Children are admitted to Foundation Stage 1 in chronological age order in the term after they are 3 years old, if there is a place. Parents will receive written confirmation of a nursery place at least 6 weeks before the start of term. This letter will contain an acceptance slip which parents must complete and return to the school. The Foundation Stage staff will visit all new children at home and invite them for a visit. We will ensure, as far as possible, that your child's admittance into nursery is a happy one!

### **ADMISSION TO FOUNDATION STAGE 2 (RECEPTION)**

Children are offered a full-time place from the September following their fourth birthday, although they are able to access this entitlement through a number of options:

#### Option 1

Full time in the Reception Year Group

#### Option 2

Part-time in the Reception Year from the September following the child's fourth birthday

#### Option 3

Part-time in an early years setting (a maximum of 15 hours per week) or 30 hours if parents meet the criteria. A code can be obtained, if eligible from [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

**At Birkwood Primary School, the arrangements for providing part-time school places will be either 5 mornings or 5 afternoons per week only. The school is unable to offer full-time 30 hour places, however, eligible parents may use their code to access an additional 15 hours in another setting.**

Children must commence their full-time education by the beginning of the term following their fifth birthday.

The Local Authority's Handbook on Admission to school outlines the system and copies can be obtained through Admissions or via the Council website at [www.barnsley.gov.uk/schooladmissions](http://www.barnsley.gov.uk/schooladmissions). Parents have the right to apply for a place at any school in Barnsley or surrounding districts, regardless of their address. If the number of

applications for places at the school exceeds the number of places available, the following criteria are used by the Local Authority to allocate places, priority is given in the following order:

- a) Children with a statement of Special Educational Needs, or Education Health Care Plan, where the school is named
- b) Children in public care (looked after / previously looked after children)
- c) Children who will have brothers or sisters in school at the time of admission
- d) Children living nearest to school (distance measured in a straight line)

When the school is full, applications are unfortunately refused and an alternative school place offered, although in such cases parents do have the right of appeal through the Local Authority, to an Independent Appeals Tribunal. All decisions regarding the admission of children to the school rest with the Local Authority.

**Parents should be aware that attendance in the school's Foundation Stage 1 (Nursery), does not guarantee a place in Foundation Stage 2 (Reception). A separate application must be made for a full-time school place;** if you need any assistance with the application process, please see Mrs Donna White or Mrs Alison Booth in the School Office.