



**Nursery Admission
Policy Academic Year
2025/2026**

Policy Number:

**Date of Issue:
September 2024**

**Review Date:
July 2025**

Fellside Community Primary School

Ensuring every member of our school community is inspired to fulfil their potential and is prepared effectively for their future.

Updated September 2024

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1.0 Introduction

All children are entitled to 15 hours of free provision provided over 38 weeks. Where a parent or carer chooses to take up fewer than 15 hours or chooses to split their entitlement with another provider the criteria will be applied regardless.

1.1 In this school Nursery class we offer the following patterns of provision:

2 ½ days	Full days Monday and Tuesday and half day (8.30am to 11.30am) Wednesday
2 ½ days	Full days Thursday and Friday and half day (12.30pm to 3.30pm) Wednesday
5 days	Full days Monday to Friday (8.30am to 3.30pm)*

**Working parents who meet the criteria set by Government may be eligible for 30 hours of free early education. If you are interested in this provision, please contact us to discuss your requirements or go to the website <https://www.childcarechoices.gov.uk/> to access the eligibility criteria.*

2.0 Admission criteria

All children, subject to the availability of places, will normally be admitted to the Nursery class in the September following their third birthday. Subject to availability, however, we do admit children to our Nursery as early as the term after their third birthday. (Please note, oversubscription criteria apply to these 'in-year' admissions).

2.1 We may need to delay your child's start beyond the usual term of admission in circumstances where, in agreement with the parent or carer, we can enable your child to be more successfully integrated with others and get used to school life. This is decided in consultation with the Head Teacher.

2.2 Oversubscription Criteria

If there are not enough places available for all applicants we will apply the following criteria which are ranked in **priority order**:

- Children who are looked after- Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989 at the time of application to a school.
- Children with an Education, Health and Care Plan (EHCP) where the Nursery class is named.
- Children who will become four years of age during the 2024/2025 academic year and would only have the opportunity to benefit from three terms of Nursery education. These children will be four between 1st September 2025 and 31st August 2026.

2.3 The allocation of places within this group of children will then be based on the priorities listed below.

1. Children who live in the school's catchment area, as defined by Gateshead Council and available to view on the Council website.
2. Children who will have a brother or sister at the school during the coming academic year.
3. Any other four year old using the criteria set out in the tiebreaker

2.4 If there are not enough applicants within this older group of children to fill all available places, then we will next consider those younger children who will reach the age of three during the academic year 2025/2026.

2.5 Priority will then be given to these children who will become three during the autumn term (applying priorities 1-3 above, where the term 4 year old in priority 3 is replaced with 3 year old), then the spring term (applying priorities 1-3 above, where the term 4 year old in priority 3 is replaced with 3 year old), and then the summer term (applying priorities 1-3 above, where the term 4 year old in priority 3 is replaced with 3 year old).

2.6 Places can only be offered to these younger children if we can confirm that a place is not needed for a child who will become four years of age during the 2025/2026 academic year.

3.0 Tie Breaker

If within any of the above priorities there are more applicants than places available then priority will be given to those children based on the distance they live from the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school. Children living nearest the school will have priority.

4.0 Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

5.0 Waiting list

If places then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the Head Teacher from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

6.0 Important Dates

6.1 Closing Date

To apply for a place in our Nursery class for September 2025, you must complete and return your application form to the Head Teacher by **15th January 2025**.

6.2 Allocation of places will be made on the basis of information received by the closing date.

6.3 Offer Date

A letter will be sent to parents no later than **16th April 2025**

7.0 Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the Governing Body using their normal complaints procedure which can be found on the school website.

8.0 Review

This policy will be reviewed annually by the Governing Body during the summer term (or earlier, subject to change in policy).