

LINGEY HOUSE PRIMARY SCHOOL

HEADTEACHER: MRS C WILKINSON



Nursery Admissions Policy

2024-2025

Nov 2024 – Nov
2025

We provide and allocate nursery places at our school using the following admissions policy. This policy refers to applications for the 2024-25 academic year, however if your child is eligible to start Nursery earlier you should contact the school directly as places may well be available after the closing date for applications.

All children are entitled to 15 hours of free provision provided over 38 weeks (universal entitlement). As of September 2017, some children are entitled to an additional 15 hours (extended entitlement).

In this school we offer the following patterns of provision:

Universal entitlement

- 5 mornings per week
- 5 afternoons per week

Extended entitlement

- 8.45 am until 3:00 pm 5 days per week

Admission criteria

All children, subject to the availability of places, will normally be admitted to the nursery class no earlier than after their third birthday, i.e. at the start of term in September 2024, January 2025 or after the Easter break 2025 of the 2024/25 academic year.

However, we may need to delay your child's start beyond the relevant term in circumstances where, in agreement with the parent or carer, we can enable your child to be successfully integrated with others and get used to school life. This is decided in consultation with the Head Teacher. Your child may not receive their full free entitlement in these circumstances.

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 will become four years of age during the 2024/25 academic year and would only have the opportunity to benefit from three terms of nursery education. These children will be four between 1st September 2024 and 31st August 2025.

The allocation of places within this group of children will then be based on priorities 1-7 listed below.

We will give priority in the following order:

1. Looked after Children (children in public care and as deemed under Section 22 of the Children Act 1989)
2. Children who will access their full universal entitlement within this nursery (15 hours)
3. Children who live in the school's catchment area

4. Children who live in Gateshead and who will have a brother or sister at the school during the coming academic year
5. Children who have exceptional medical or social grounds (see Point a below)
6. Other children who live in Gateshead
7. Children who live outside Gateshead, but only if places are otherwise likely to remain available during the academic year

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 2024/25.

Priority will then be given to these children who will become three during the Autumn term, then the Spring term and then the Summer term. Within each term the allocation of places is based on priorities 1 to 7 listed above.

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 2024/25 academic year.

Point a

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if your child were to travel to attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. This evidence will be assessed by a panel of Governors and the Head Teacher. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

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.

Allocation of places

Parents/carers are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated in order of 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, starting from the nearest.

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.

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.

How to apply

To apply for a place in our nursery, you must complete and return your application form to the Headteacher as soon as possible and no later than the term before you wish your child to start.

Month of child's birthday	Deadline for applications (before their 3 rd birthday)
September, October, November and December	April 30 th
January, February, March and April	August 31 st
May, June, July and August	December 31 st

Applications submitted after the deadline will only be considered for admission if the provider is not full or a place becomes available. If a place does not become available, the application will be considered at the deadline for the following term.

If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, all applicants will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

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 the normal complaints procedure which can be found on our school website.

Admission into Reception

Obtaining a place in our school Nursery class does not guarantee your child a place in our school for entry to Reception class. There is a different admission criterion that applies for admission to infant and primary school entry. You must apply again in the September before your child's 4th birthday for admission to an infant or primary school.

Review

This policy will be reviewed annually by the Governing Body.

Further Information

Please visit the school website, www.lingeyhouse.primary.org or contact school on telephone number: 019147381287, or by email: office@lingeyhouse.org

Approved by Full Governing Board on 19 November 2024

