



# Lingey House Primary School

## Nursery Admission Policy

### 2025-2026

#### ADMISSION POLICY FOR FREE NURSERY ENTITLEMENT FOR THREE AND FOUR YEAR OLDS

All children are entitled to 15 hours of free provision provided over 38 weeks (universal entitlement). Depending on circumstances, some children are also entitled to an additional 15 hours (extended entitlement).

At Lingey House Primary School, we offer the following patterns of provision:

##### Universal Entitlement

- 5 mornings per week (8.45am – 11.45am) or;
- 5 afternoons per week (12.15pm – 3.15pm)

##### Extended Entitlement

- 8.45am until 3.15pm Monday to Thursday then 8.45am until 12.45pm Friday (with the option to extend the Friday session for an additional 2 hours 30 mins at a cost of £15.00 which would mean a finish time of 3.15pm)

#### Admission criteria

##### Universal Entitlement

*For pupils attending nursery for 15 hours, all children, subject to the availability of places, will normally be admitted to the nursery class within the term after their third birthday where there is availability of spaces.*

##### Extended Entitlement

*Extended entitlement places will be available and offered dependent on staff ratios and availability of places.*

*30 hours provision will only be offered to children who will have their fourth birthday during the 2025-2026 academic year and these children will have the opportunity to benefit from three terms of extended entitlement nursery education.*

*Parents are able to access up to a maximum of 30 hours of provision as part of the extended entitlement but they can choose to share this with different providers or may choose to access only a proportion of the hours offered. When offering extended entitlement places at Lingey House Primary School, priority will be given to children who will attend our nursery for the full 30 hours.*

*A valid voucher code (available from HMRC when eligibility criteria is met) will be required before any extended entitlement place can be offered.*

For both nursery entitlements, we may need to delay your child's start beyond the relevant term in circumstances where the school has induction procedures to follow to 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.

To apply for a place in our nursery you must complete and return an application form to the Head Teacher. Applicants will be offered places, following the admissions criteria outlined above, until the provision is full. Once full, applicants will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

### **Oversubscription Criteria**

#### **Universal Entitlement**

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

- *The children who will become four years of age during the 2025/26 academic year and would only have the opportunity to benefit from three terms of nursery education.*

*If there are not enough applicants within this older group of children above to fill all available places, then we will next consider those younger children who will reach the age of three during the academic year 2025/26.*

*Priority will 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 below.*

*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 2025/26 academic year.*

*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, or at the feeder junior school during the coming academic year.*
- 5. Children who have exceptional medical or social grounds. (See \* 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.*

#### Extended Entitlement

*30 hour provision will only be offered to children who will have their fourth birthday during the 2025-2026 academic year and these children will have the opportunity to benefit from three terms of extended entitlement nursery education.*

*If there are not enough places available for all applicants, we will apply the criteria which are ranked in priority order 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 extended entitlement within this nursery (30 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, or at the feeder junior school during the coming academic year.*
5. *Children who have exceptional medical or social grounds. (See \* 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.*

\* 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 and 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.

#### Additional Sessions

*Additional sessions will only be offered to parents if they are available. Universal and extended entitlement pupils will be prioritised.*

#### **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**

For universal nursery entitlement 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 to support parents who are attempting to utilise 30hr entitlement with another provider e.g. childminders
- In order of age, starting first with the oldest child until all places in that pattern of attendance are filled.

## **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.

## **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.

## **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 criteria that applies for admission to infant and primary school entry.

## **Review**

This policy will be reviewed annually by the Governing Body.

**Date: May 2025**

**Review: May 2026**

**Approved by the Resource Committee on 21 May 2025**