

# HARLOW GREEN COMMUNITY PRIMARY SCHOOL



## Nursery Admissions



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## Nursery Admissions

### Policy Statement 2023-2026

Every child has the right to an education (Article 28).

#### 1. Admission Policy for free nursery entitlement for three and four-year old children.

- 1.1 All children are entitled to 15 hours of free nursery provision provided over 38 weeks (universal entitlement). Some children will be entitled to an additional 15 hours (extended entitlement).
- 1.2 In this school we offer the following patterns of provision:

*5 mornings a week*  
*OR*  
*5 afternoons per week*

We are unable to provide 30-hour provision at the current time, however, we work with other providers, where possible, to enable eligible children to access their 30-hour entitlement with planned transitions. If you need details of other providers who may be able to offer additional hours, please contact Gateshead's Family Information Service on 433 5118, or email [FIS@gateshead.gov.uk](mailto:FIS@gateshead.gov.uk). We also work in partnership with Lamesley Childcare who provide a breakfast club on site 7:30am - 8:45am and 3:20pm - 6pm.

In order to provide the full nursery experience and provision, where a place has been given, we expect all five sessions to be taken each week.

#### 2. Admission criteria

- 2.1 All children, subject to the availability of places, will normally be admitted to the nursery class as soon as is practically possible after the child's third birthday.
- 2.2 Your child will be invited to stay and play sessions with and / or without their parents. We appreciate that all children are different and each child's transition into nursery can be suited to their individual needs. Parents can discuss this in more detail with the Early Years staff.
- 2.3 To apply for a place in our nursery class for the September intake or subsequent terms, you must complete and return your application form to the school office.

You will be offered a nursery place the half term before your child is due to start Nursery.

- 2.4 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, applicants will be placed on a waiting-list and places will be allocated in accordance with the oversubscription criteria.

### **3. Oversubscription Criteria**

- 3.1 If there are not enough places available for all applicants, we will allocate places according to their date of birth i.e. the children will be prioritised starting with the oldest.
- 3.2 If within any one group there are more applicants than places available then places will be allocated by applying priorities 1 to 7 listed below:

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 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.

- 3.3 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 submissions of the relevant evidence will, in itself, be sufficient to allocate a place.

### **4. Tie Breaker**

- 4.1 If, after applying all of the above, there is a tie between two or more children then priority will be given to the child or children that live nearest to 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.

### **5. Pattern of Attendance (Morning or afternoon sessions)**

- 5.1 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 as follows:
- In order of age, starting first with the oldest child until all places in that pattern of attendance are filled.

## **6. Address**

- 6.1 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.

## **7. Waiting list**

- 7.1 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.

## **8. Complaints**

- 8.1 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.

## **9. Admission into Reception**

- 9.1 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 policy that applies for admission to infant and primary school entry. You must apply again in the September before your child's 4<sup>th</sup> birthday for admission to an infant or primary school.

## **10. Review**

- 10.1 This policy will be reviewed every 3 years or when required by the Governing Body. Any amendments will be presented at a meeting of the full governing board.