

At Lobley Hill Primary School we aim to 'Be the best that we can be' through being curious, adventurous and respectful in order to achieve personal excellence.



Lobley Hill Primary School

Nursery Admissions Policy

Approved by:	Governing Body	Date: February 2026
Last reviewed on:	April 2024	
Next review due by:	July 2026	

Nursery Admissions Policy

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

In this school we offer the following provision:

1. **Universal entitlement** (15 hours of free provision) – You will be allocated either 5 mornings per week, or, 5 afternoons per week.
2. **Extended entitlement** (30 hours of free provision) – 8:30 am until 3:30 pm Monday to Friday plus a morning Nursery 8.30am to 11.30am with an option to buy an additional afternoon session at a cost of £15 per session.
3. **Universal entitlement** (15 hours of free provision) plus an option to pay for extended provision (at a cost of £15 per session) – You will be allocated either 5 mornings per week, or, 5 afternoons per week for your universal entitlement.

PLEASE NOTE We offer a maximum of 20 places for 30-hour provision.

In Lobley Hill Primary School Nursery, we offer the following patterns of provision:

15 hours (universal) term time only:

- 5 morning sessions from 8.30am until 11.30am, OR
- 5 afternoon sessions from 12.30pm until 3.30pm
- 15-hour place with an option to pay for additional hours (£15 per session) if spaces permit.

30 Hours (extended entitlement) term time only:

- 30-hour place (8.30am - 3.30pm) Monday to Thursday and 8.30am - 11.30am on a Friday
- 30-hour place (8.30am - 3.30pm) Monday to Thursday and 8.30 - 11.30 on a Friday with an option to pay for the Friday afternoon session at a cost of £15
- Lunch for 30-hour children will be a packed lunch provided by the parent/carer.

Paying For Additional Hours

The Headteacher may consider allowing parents or agencies to pay for additional hours. This will be considered on an individual basis taking all factors into consideration and will be at the Headteacher's discretion. **Paying for additional hours will not be a guarantee with the nursery 15 hours entitlement** but would follow the 30 hours provision times if agreed. The charge will be £15.00 per session, to be pre-booked for the term and payable in advance of the week via the school eduspot system.

For those families entitled to extended provision, the deadline for submitting 30-hour codes

to the school office are outlined below:

Term start date	Deadline (2026-2027)
Autumn Term	31 August
Spring Term	31 December
Summer Term	31 March

Please access the government website to find out if you are eligible and to access your codes on the following link:

<https://www.gov.uk/get-free-childcare-if-youre-working>

Parents are requested to state their preference of morning or afternoon sessions, this is taken into account and the priority criteria is applied to allocate sessions. If a first choice of session is not available, the alternative session will be offered. In certain circumstances, a recommendation for either AM or PM session may be made if it is felt it would be more suitable for an individual child's developmental needs.

To complete your application please complete this form which is also on the school website:

[Nursery Application Form 2025-26 – Fill in form](#)

Admission criteria

All children, subject to the availability of places, will normally be admitted to our nursery in the term following their third birthday.

Prior to your child's third birthday, school will send out an invitation for them to start the term after their third birthday (September, January or April intake). You will be given a date for a home visit in the half term prior to the intended start date. However, you are under no obligation to start until the September following their third birthday, if this is what you would prefer. Additional information, gathered during the home visit, will be considered in conjunction with the Nursery Application Form to determine the most appropriate start date for your child. Therefore, a start date will be provided **after** the home visit. This allows the school to meet with external agencies, current providers and/or social care to ensure the provision is fully prepared to meet the individual child's needs.

However, 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 by the Headteacher in conjunction with the Early Years Lead. Your child may not receive their full free entitlement in these circumstances.

If places allow, the school will consider allowing children to soon start after their third birthday if they qualify for a disadvantaged 3-year-old place. This will be at the discretion of the Headteacher and will follow the usual admissions procedure.

Please note, the 'Pupil Information' booklet (found on the school website) must be completed in full prior to your child starting nursery. Your child cannot start if this is incomplete.

Oversubscription Criteria

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

1. The children who will become four years of age during the next academic year (from September to August) and would only have the opportunity to benefit from three terms of nursery. This would be applied in the date order of your child's birthday with older children having priority.

Should this group of children look likely to be oversubscribed, we award places in the following order:

- Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
- Children who will access their full universal entitlement (15 hours) or full extended entitlement (30 hours) within this nursery.
- Children who live in Gateshead and have a sibling in Lobley Hill Primary School or will have in the coming academic year.
- Other children who live in Gateshead.
- Children who live outside Gateshead, but only if places are otherwise likely to remain available during the academic year.
- The date of the receipt of the application by our school office, on a first come, first served basis.

2. We will next consider those younger children who will reach the age of three during the next academic year.

Priority will then be assessed termly and, provided we can confirm that a place is not needed for a child who will become four years of age during the next academic year, places will be given to three-year-olds in the following order:

- Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
- Children who will access their full universal entitlement (15 hours) or full extended entitlement (30 hours) within this nursery.
- Children who live in Gateshead and have a sibling in Lobley Hill Primary School or will have in the coming academic year.
- Other children who live in Gateshead.
- Children who live outside Gateshead, but only if places are otherwise likely to remain available during the academic year.
- The date of the receipt of the application by our school office, on a first come, first served basis.

For the sake of clarification, once children have started attending our nursery, they will not be displaced by children who register later.

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 Headteacher. No assumption should be made that submission of the relevant evidence will 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

Lobley Hill Primary School will keep three waiting lists. One for children in their pre-school year (the preschool group reach the age of 4 before 31st August), another for younger children (nursery group which includes children who are still 3 years old by 31st August) and a third for children whose parents wish to buy back 15 hours of additional provision. If places then become available, we will consider all the applications on our waiting list. All applicants on the waiting lists will be placed according to the admission criteria and priorities set out above. The waiting list will be maintained by the school office staff from the start of the academic year and be kept for the rest of the academic year. Children will be moved from the nursery list to the pre-school list without the need for a further application.

When should I apply?

We welcome applications as soon as you have chosen our nursery for your child. We will allocate a place for the correct start term following their third birthday.

The school is happy to accept applications for nursery places at any time in the academic year. Parents/carers should note that in some circumstances, the date of application might need to be considered, **so we advise applying as early as you can.**

When will I hear if my child has a place?

You will receive an automatic acknowledgement of your application by return of e-mail if you make an e-mailed application. You will then receive a reminder and confirmation of your child's start date, by post, approximately six weeks prior to your child starting to attend. This will confirm your home visit. Please ring the school if you require any further information as we are always happy to help.

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. This can be found on the school website www.lobleyhillprimaryschool.co.uk

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 primary school entry. You must apply again in September before your child's 4th birthday for admission to a primary school.

Review

This policy will be reviewed annually by the Governing Body.