



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: March 2023

Last reviewed on: February 2023

Next review due by: September 2023

## **Admission Policy for free nursery entitlement for three and four year olds for the 2023/24 academic year.**

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). Further information on obtaining this additional entitlement is enclosed.

We are unable to provide 30 hour provision at the current time, 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.

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

**5 morning sessions from 8.30am until 11.30am OR  
5 afternoon sessions from 12.30pm until 3.30pm**

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:

<https://tinyurl.com/mr2jk7ez>

### **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 them 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 in conjunction with the Headteacher. Your child may not receive their full free entitlement in these circumstances.

Please note, the 'Pupil Information' booklet 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 2022/23 academic year and would only have the opportunity to benefit from three terms of nursery education.

The allocation of places within this group of children will then be based on priorities 1 to 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, 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.

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, 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, ie 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 Headteacher 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, you child's name may be added to the list by using the priority order described above.

### **Closing Date**

To apply for a place in our nursery class for September 2023 or subsequent terms in the 2023/24 academic year, you must complete and return your application form to the Head Teacher of your chosen first preference school by **Friday 31 March 2023**.

You will be informed if your child has a place for the 2023/24 academic year starting in September, in writing, on or before Friday 7 April 2023. A letter will also be distributed to parents/carers regarding subsequent terms throughout the year.

### **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](http://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 4<sup>th</sup> birthday for admission to a primary school.

### **Review**

This policy will be reviewed annually by the Governing Body.

