

**Glynwood Primary School**  
**Nursery Admission Policy for free nursery entitlement for three and four year olds for the academic year 2024/2025**

Nursery places are allocated in the first instance to those children who are 3 at the beginning of the academic year 2024/2025, that is children born between 1.9.2020 and 31.8.2021  
All children are entitled to 15 hours of free provision provided over 38 weeks (universal entitlement). From September 2017 an additional 15 hours (extended entitlement) was introduced for children of working parents.

In this school we currently offer the following patterns of provision:

*Universal entitlement –*

- *5 mornings a week (8.45-11.45)*
- *5 afternoons per week (12.15 – 15.15)*

Extended entitlement –30 hours:

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

*Actual provision will be determined by the applications made for the academic year. Where possible we will endeavour to offer parents/ carers their first choice of provision, but an alternative may be proposed in order to maintain a cohesive nursery education for all of our children.*

**Admission criteria**

All children, subject to the availability of places, will normally be admitted to the nursery class at the start of the term after their third birthday i.e. at the start of term in September 2024, January 2025, after the Easter break 2025. Admissions will of course depend on the availability of places.

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 consultation with the Head Teacher. Your child may not receive their full free entitlement in these circumstances.

**Oversubscription Criteria**

If there are insufficient 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 2024/25 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 either their full universal entitlement or full extended entitlement within this nursery.

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.

Where parents/ carers are wanting to pay for a place e.g. where a child is only eligible for universal entitlement, but parent/ carer wants a 30 hour place this will only be possible if there are places available.

If there are available places once all of the children who will become four years of age during the 2024/25 academic year are accommodated, 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 below. Children will be offered places in order of age in the first instance, eldest first.

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 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.

#### **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 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.

### **Change in circumstances**

If a child becomes eligible for the extended entitlement at any point after the closing date for applications, subject to availability, a place will be available, from the start of the week following their confirmation of eligibility. If no place is available, the child will be placed on the waiting list.

If a child loses their eligibility at any point after the allocation of places, parents/ carers and the Head Teacher will agree the pattern of attendance for the universal entitlement.

If a parent/carer wishes their child to continue with their set hours, they will be given the option to pay for these additional sessions. If they do not wish to take up this option then the place will be offered to the next child on the waiting list.

### **Waiting list**

If places 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.

### **Closing Date**

To apply for a place in our nursery class for September 2024/2025 or subsequent terms in the 2024/25 academic year, you must complete and return your application form to the Head Teacher of your chosen first preference school by 26<sup>th</sup> January 2024.

**You will be informed if your child has a place for the 2024/2025 academic year, in writing, on or before Friday 19<sup>th</sup> April 2024.**

### **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. You must apply again in the September before your child's 4<sup>th</sup> birthday for admission to an infant or primary school.

### **Review**

This policy will be reviewed annually by the Governing Body