



Nursery Admissions Policy 2025-26

All children are entitled to 15 hours of free provision provided over 38 weeks (universal entitlement). Some children are also entitled to an additional 15 hours (extended entitlement).

In this school we offer the following patterns of provision:

Universal entitlement:

- 5 mornings a week 8.45am-11.45am
- 5 afternoons per week 12.30pm-3.30pm
- Monday and Tuesday all day 8.45am-3.30pm and Wednesday morning 8.45am-11.45am
- Wednesday afternoon 12.30pm-3.30pm, all day Thursday and Friday 8.45am-3.30pm

Extended entitlement:

- 8.45am until 3.30pm 5 days per week.

Additional Chargeable Sessions:

- £10.00 per requested session

(Additional chargeable sessions must be requested in advance via the school office and agreed to by the Head Teacher. A period of transition may be required, should you request to increase hours – this will be decided in consultation with the Head Teacher).

Admission criteria

All children, subject to the availability of places, will normally be admitted to the nursery class as soon as practicably possible after their third birthday. All children will be required to have a home visit prior to their start date in the Nursery.

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. We will however endeavour to increase your child's hours to their full entitlement as quickly as possible, whilst meeting their individual needs.

Oversubscription Criteria

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.

Whitehall Road, Gateshead, Tyne & Wear, NE8 4LH Telephone: 0191 4334095,
Head Teacher: Mr C Wisby B.Ed (Hons) NPQH, Deputy Head Teacher: Mrs L Crossan B.A. (Hons)

Caedmon Primary School website address: www.caedmonprimary.org
School e-mail address: caedmoncommunityprimaryschool@gateshead.gov.uk



The allocation of places within this group of children will then be based on priorities 1 to 7 listed below.

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 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.

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.

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, 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.

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.

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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.
- In order of date of application received (starting from the earliest)
- 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.
- By random ballot.

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 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, parent/carers and Head Teacher will agree the pattern of attendance for the universal entitlement. Parents will be given the option to purchase the additional 15 hours if required.

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.

Additional Sessions and Charges

Additional sessions are subject to availability

Each session of 3 hours will be charged at £10.00 per session. This charge will be reviewed annually.

Additional sessions must be booked 2 weeks in advance in agreement with the school office.

Parents will be invoiced on the 1st of each month for those sessions booked in for the month ahead. Payment will be expected within 7 days of the invoice.

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Should parents wish to cancel any booked additional sessions, 2 weeks notice is required and this should be done in writing / by email to caedmoncommunityprimaryschool@gateshead.gov.uk. We reserve the right to charge for any sessions should parents not provide written notice.

Once additional sessions have been allocated they will continue to be included in the termly session timetable unless:

1. Parents have given 2 weeks written notice to cease the additional sessions
2. The child leaves our Nursery.
3. Payment for additional sessions has not been made within the payment terms.
4. The child has not been attending the additional sessions regularly (whether sessions have been paid for or not).

If a child is absent due to sickness, refunds are not available for absence. (Unfortunately school costs do not diminish if your child is ill).

In the case of prolonged unexpected absences e.g. serious illness, fees will be refunded at the discretion of the Governing Body.

Closing Date

To apply for a place in our nursery class for September 2025 or subsequent terms in the 2025/26 academic year, you must complete and return your application form to the Head Teacher of your chosen first preference school by 31 May 2025.

You will be informed if your child has a place for the 2025/26 academic year, in writing, on or before 30 June 2025.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child, you may register a complaint or an appeal 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 4th birthday for admission to an infant or primary school.

Review

This policy will be reviewed annually by the Governing Body.

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