



2025-26 Nursery Admissions Policy

BIRTLEY EAST PRIMARY SCHOOL
ANNA DIGGLE (HEAD TEACHER) FEBRUARY 2025



Birtley East Community Primary School

Community School Nursery Education Admission Policy Birtley East Community Primary School

We provide and allocate nursery places at our community school using the following admissions policy. This policy refers to applications for the 2025-26 academic year, however if your child is eligible to start Nursery earlier you should contact the school directly as places may well be available after the closing date for applications.

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 patterns of provision:

Universal entitlement

- 5 mornings a week
- 5 afternoons per week
- Monday and Tuesday all day and Wednesday morning
- Wednesday afternoon, all day Thursday and Friday

Extended entitlement

- 8.45 am until 3.30 pm 4 days per week plus attendance on a Friday morning.

Admission criteria

All children, subject to the availability of places, will normally be admitted to the nursery class at the start of term after their third birthday i.e. at the start of term in September 2025, January 2026 or after the Easter break 2026 of the 2025/26 academic year.

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 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.

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.

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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 2025/26 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, 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.

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 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 then applications will be prioritised, places will be allocated in order of date of application received (starting from the earliest).

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 headteacher will agree the pattern of attendance for the universal entitlement.

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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.

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 31st December 2024.

You will be informed if your child has a place for the 2025/26 academic year, in writing, before the start of the term after they are 3 years old. We will contact you earlier if we are NOT able to offer them a place, we are usually able to accommodate most applicants.

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 4th birthday for admission to an infant or primary school.

Review

This policy will be reviewed annually by the Governing Body

Further Information

Please visit the school website, www.birtleyeastprimary.org, or contact school on telephone number: 01914102551, or by email: birtleyeastcommunityprimaryschool@gateshead.gov.uk

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Application for a place at Birtley East Primary School Nursery

If you would like to request a place in our Nursery for your child please refer to our admissions policy and complete and return this form to school.

Full name of child:		Date of Birth:	
Name (s) of parent (s) /carer (s)		Is this child 'Looked After'? Y / N	
		Does your child have sibling(s) attending Birtley East Primary School? Y / N If yes, what is/are their name(s)?	
Current home address (please inform us if this changes) <i>Please include your postcode.</i>		Telephone number (s) we can contact you on. (Please inform us if these change)	
I wish to apply for my child's universal 15 hours entitlement starting from the term after their 3 rd birthday.	Y/N	I wish to apply for additional paid sessions.	Y/N
I wish to apply for additional 15 hours extended entitlement provision (eligibility criteria apply before places can be offered)	Y/N	Any other information?	
Signed:..... (parent/carer) Date:.....			
Is Birtley East Nursery your first (or only) choice for nursery provision for your child? Y / N			
Are you applying for any other nursery or pre school places for your child? Y / N			
If yes, which other places have you applied to?.....			

The **closing date** for admissions is last day of December of the calendar year preceding the start of the school year your child is due to start. So, for all admissions during the 2025/26 academic year the closing date is 31st December 2024.

We will require a copy of your child's birth certificate before they can start nursery.

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