



Nursery Admissions Policy

2027/2028

“Enjoying learning and growing together.”



Respect



Persevere



Achieve

Coordinators:	Head Teacher and Early Years Lead
First written:	January 2026
Approved by Governors:	February 2026
To be reviewed:	January 2027
Updates:	

Statement of Intent

We aim to provide a clear, consistent and fair admissions procedure for all, particularly where we have more applications than places available.

This policy has been written with reference to the School Admissions Code and Early Years Foundation Stage (EYFS) statutory requirements.

Nursery Provision and Available Spaces

We have the following places available

- We have 52 **part-time places** in our Nursery of which children are offered the beginning of the week (**BOW**) or end of the week (**EOW**) for children who turn three on or before 31st August 2026.

Monday	Morning 9am – with lunch	Afternoon until 3pm
Tuesday	Morning 9am – with lunch	Afternoon until 3pm
Wednesday	Morning 9am - 11.30	Start 1pm until 3pm
Thursday	Morning 9am – with lunch	Afternoon until 3pm
Friday	Morning 9am – with lunch	Afternoon until 3pm

- This enables all children to access 15 hours of high-quality Nursery provision per week.
- Attendance at all sessions is expected. Where attendance falls below 90%, the school will work with parents/carers to understand the reasons and offer appropriate support. Persistent absence may result in the withdrawal of a Nursery place only following discussion and on a case-by-case basis. Parents/carers will be contacted and offered support before any decision is made to withdraw a place.

30 Hours Nursery

- In addition, we **may** be able to offer 30 hours of Nursery provision for those who are eligible if we have space.
- To get 30 hours of free childcare**, parents in England can apply online via the [GOV.UK](https://www.gov.uk) website or the [Childcare Choices](https://www.childcarechoices.gov.uk) website. You need to meet the eligibility criteria for working parents and have an eligibility code from HMRC to provide to your chosen nursery. The provider must confirm they can offer the 30-hour entitlement, and you must reconfirm your eligibility every three months to keep the code valid.
- Parents/carers will be asked to use the Gov.uk website to check to see if they qualify for 30 hours funding. They will also be asked for permission to complete a FSM+ Eligibility Check which will enable the School Office to check with Newcastle City

Council in order to determine if the child qualifies for Free School Meals or Early Years Pupil Premium.

- Attendance expectations for children accessing 30 hours provision are the same as for those accessing 15 hours.

Application Process

Nursery Application forms are available on the school website at <https://www.WestDenton.newcastle.sch.uk> or from the school office.

Submission of the application should be made in person to the school office together with a copy of the following documents.

- Proof of Date of Birth (birth certificate or passport)
- Proof of child's address
 - Recent Child Benefit letter or statement showing your name, the child's name and the home address OR bank statement with the home address showing recent payment of Child Benefit.
 - Recent Child Tax Credit letter or statement showing your name, the child's name and the home address OR bank statement showing recent payment of Child Tax Credit.
 - Child's medical card showing their home address.
 - Letter from social services or housing department confirming child's placement at address.
 - Original documents may be requested for verification.

Process for Making Offers

First offers of a place for September 2026 will be made by letter by the school on or before 1st April 2026. If there are places available, offers can also be made after 1st April 2026 for late applications.

How Places Will Be Allocated

The school has an admissions panel consisting of four people with a range of expertise and including the Head Teacher and at least one governor. This panel meets regularly throughout the year to ensure a fair and transparent process in the offer of places in Nursery.

Oversubscription Criteria

Where applications exceed the number of available places, the following criteria will be applied **in priority order**:

1. Looked after children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions). Evidence of the appropriate order must be submitted.
2. Children with a brother or sister (a sibling) in West Denton Primary School in September 2026.
3. Children who qualify for the thirty-hours of funding for 3 and 4 year olds. This is necessary to ensure the effective organisation and sustainability of our nursery provision.
4. Children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.
5. Tie breaker - Older children. This means that if there is one space left and two children meet all of other-criteria, the older of the two will be given priority.
6. Children with exceptional social, medical or educational needs, supported by independent professional evidence (for example from a doctor, health visitor, social worker or other relevant professional). Evidence must clearly demonstrate why attendance at West Denton Primary School Nursery is necessary and will be considered by the Admissions Panel

Following the meeting of the Admissions Panel, parents/carers will be informed of the outcome. If an offer is made, the parents/carers will receive an offer letter and will be given a deadline for accepting the place. The deadline date will be specified in the letter. If there is not a space available, the parent/carer will receive a letter stating that their child is on our waiting list.

All offers are made strictly in accordance with this published admissions policy and the criteria set out above.

Special Educational Needs

Children with Education, Health and Care Plans where that plan names West Denton Primary School, will be offered a place.

If there are fewer applications than places available then every child will be offered a place. If there are more applications than places available, then the following over-subscription rules are applied and places are offered to children who are ranked highest.

Our school is committed to inclusive practice and will work with families and professionals to support children with additional needs.

Acceptance of Offer

In order to secure the place, the parent/carer must return the acceptance form by the specified deadline.

Induction

Parent/Carers will be provided with the documents listed below during the Nursery Welcome Meetings.

- Essential details, pupil welfare and parent/guardian contact information
- Medical Information
- Photograph / Social Media Permissions
- Acceptable Use Agreement
- Intimate Care Agreement
- FSM+ Eligibility Check completed by the School Office – this check assesses whether your child is eligible for Free School Meals and Early Years Pupil Premium

The above documents must be returned by the specified deadline in order for your child to start in September 2026.

Waiting List

If West Denton Primary School has had to refuse a place in Nursery because there are more applications than places available, we will keep a waiting list of applicants. If a place becomes available, it will be offered to the applicant on the waiting list who ranks highest in accordance with the published admission rules.

Waiting lists will be reviewed termly.

Right of Appeal

As nursery provision is non-statutory, the school's decision will be final and there is no formal right of appeal. However, the Admissions Panel will be happy to discuss any concerns parents may have about the allocation of places in the Nursery class.

Attendance at West Denton Primary School Nursery does not guarantee admission to Reception. Parents/carers must apply separately through the Local Authority admissions process.

Parental Responsibility

Parents who share responsibility for the care of their child are expected to reach agreement about a nursery placement between them. In the event of a dispute, the school will accept the application from the parent who receives, or is eligible for, the payment of the child benefit.

Definitions

- A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order**) is an order outlining the arrangements as to the person with whom the child will live.
- A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.

This policy will be published on our school website and made available in alternative formats upon request.