

**Nursery Admission Policy for the Academic Year 25 /26**



This policy outlines the early years provision offered at Hexham First School and will be used to determine admission arrangements for children starting in the Hexham First School Nursery Class. All admission decisions can be justified by reference to the criteria set out below.

**Universal Entitlement (15 hours)**

Following the term in which a child turns 3, all 3 and 4-year-old children are entitled to 15 hours of early years provision per week for 38 weeks of the year. As follows:

- Children born in the period 1st September to 31st December: The start of the term beginning on or following 1st January after the child's 3rd birthday.
- Children born in the period 1st January to 31st March: The start of the term beginning on or following 1st April after the child's 3rd birthday.
- Children born in the period 1st April to 31st August: The start of the term beginning on or following 1st September after the child's 3rd birthday.

At Hexham First School, children are admitted to our Nursery Class in the academic term after they turn 3.

**Extended Entitlement (30 hours)**

In addition to the universal entitlement, a child will be entitled to the additional free hours from the term after both of the following conditions are satisfied:

- The child has attained the age of 3; and
- The child's parent(s) have a current determination of eligibility from HMRC, i.e., a valid 30 hours free childcare eligibility code.

**Top-Up Hours for Three-Year-Olds**

3 and 4-year-old children entitled to the universal 15 hours of early years provision per week for 38 weeks of the year may be able to top up their hours. We charge a small fee of £7 per hour. This will depend on available spaces and staffing.

**Application Process**

Applications for places in our Nursery Class open annually on 1st September and should be made directly to the school, via the school website, or through the school office by 28th February. Offers of a place will be made from 1st April.

**Application Deadlines**

- September 2025 Start: June 30th, 2025
- January 2026 Start: November 30th, 2025
- April 2026 Start: February 28th, 2026

Applications received after the closing deadlines will be considered on a first-come, first-served basis, depending on the places available.

### **Allocation of Places**

If there are fewer applications than places available, every child will be offered a place. We will only accept nursery applications if there is sufficient space available and we can continue to meet the individual needs of the children while adhering strictly to the statutory Early Years Foundation Stage staff-to-child ratios. If there are more applications than places available, the following oversubscription rules will be applied in offering places:

1. Children with statements of special educational needs where the statement names the school.
2. Children in the care of a local authority (looked-after children).

The following criteria are not in priority order, and the Governing Body will exercise discretion in light of individual circumstances:

- Children with a brother or sister (sibling) attending Hexham First School during the current academic year.
- The address of the child relative to the school.
- Special reasons such as:
  - Family breakdown;
  - Three or more children under 5 years old in one household;
  - Children who are at an educational disadvantage because their use of the English language is minimal or non-existent;
  - Home accommodation unsuitable for young children;
  - Failure to thrive socially, medically, or psychologically;
  - Physical, sensory, or learning difficulties.

If special reasons are to be considered, detailed information about the child's circumstances will be required.

In the event of oversubscription, a waiting list of applicants will be maintained. There is no appeal procedure for parents refused a place in a nursery class or nursery school.

Please note: In accordance with the School Admissions Code, attendance at a nursery class does not guarantee a place in a reception class in a first school. Therefore, a separate application must be made for transfer from our Nursery Class to Reception in line with our published admission arrangements.

Date of Adoption by the Governing Body:	July 2025
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### **Review of Policy**

This policy will be reviewed annually.