

**The Sue Hedley Nursery School**



**Admissions Policy**

| Date of next review | March 2025 |
| --- | --- |
| Author | Ashley Honey/Amy Hindes |
| Approval | Head teacher/Governing body |
| Date of approval | April 2023 |

The Sue Hedley Nursery School provides a unique opportunity for children to learn in an environment that offers a range of experiences for children from 2 to 4 years of age accessing their free 15 hours per week education. We also offer 30 hour places for eligible families.

As there is a demand for the services available in the school we have developed criteria for pupil admissions which are fair to all families and their children.  To assist us in allocating places to those children who meet the admissions criteria all children must have a completed admissions form on file.

**Criteria for Admission to The Sue Hedley Nursery School:**

The primary purpose of The Sue Hedley Nursery School is to provide a nursery education for children prior to them starting primary school. Funded places can be accessed the term following a child’s third birthday and this will be either a universal 15 hour place or a 30 hour place for eligible families. Eligibility can be checked at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

If you are eligible for 2 year old funding, this can be accessed the term following your child’s second birthday.

**Allocation of Places:**

∙ We will try to accommodate individual needs regarding morning, afternoon or 30 hour placements for children. However, when allocating places, consideration must be given to the balance of pupils reflecting children’s gender, age and special needs. This may result in a placement being offered which does not match the option stated on the admissions form.  
∙ If an alternative place has been offered, parents may request that their child be considered for any vacancies that may arise in their preferred choice of session.  
∙ Allocation of placement will not take account of the date of receipt of parental application.  
∙ Criteria for admission will be reviewed annually at the beginning of the Summer Term.  
∙ Criteria will be applied in priority order as published.

**How will children be admitted?**

Parents and children are invited to the nursery to find out about the school, and to be introduced to staff. We also invite you and your child to attend one of our morning or afternoon sessions in the Nursery before they start.  
We really want to make your child feel welcome when he/she comes to the Nursery School for the first time, and so the introduction of children to the nursery will begin with Home visits. These Home Visits are at the discretion of the parent, and will involve staff coming to visit your child in the comfort of his/her own home and find out what they like to do, or any special needs that he/she may have.  
Children will be admitted into the nursery on a ‘phased’ basis. This involves ALL parents staying with their child on their first day of Nursery. The sessions gradually build up each day until your child is settled. If your child has difficulty settling and staff feel that it would be best for you to stay, then we would keep the session to a more manageable length of time for your child.

**Criteria for admittance:**

1. ‘Looked after children’ meaning children accommodated by the local authority.  
2. Children with diagnosed special educational needs.  
3. Other children accessing professional support for example, English as an additional language, family support children etc.  
4. Concurrent sibling link – brother or sister only attending the nursery when the child will be admitted. (This includes adoptive siblings, half siblings, step siblings, long-term fostered children residing at the same address.)  
5. Shortest distance from the centre of the parental home residence (including flats) to the main nursery entrance, as measured as a straight line using the Local Authority Geographical System (GIS) with those living closer to the nursery receiving higher priority.  
The distance measured will be used as a tie-breaker within each criterion where necessary.  
There is no right of appeal against an offer of a free early years place. However, you may contact the early year’s team if you believe your child has not received his or her free entitlement.  
Contact the Early Years Team, Red Zone , Chuter Ede , Galsworthy Road, South Shields, NE34 9UG or phone 0191 424 6554.

**When will my child be offered a place?**

Email/letter will be sent out to the address for correspondence that you give on the application form within 10 working days of application. You will then have four weeks to accept the place. If you do not reply within this time period, another email/letter will be sent, explaining that the place has been withdrawn. Please ensure that you inform us if your contact details change between completing the application form and your child being offered a place.

**Admittance**  
This academic year the school is offering places following the child’s third birthday. This will be offered in conjunction with yourselves if it is felt appropriate for the needs of your child.