



Nursery Admissions Policy 2026 - 2027

Introduction

The school is responsible for admissions to our nursery. This policy will be used to determine admissions to the Ponteland Primary School nursery classes. As parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions, we have adopted a clear set of admissions criteria upon which admission decisions can be made. This allows fair and impartial decisions to be made.

Provision

Ponteland Primary School nursery offers a choice of part-time (two and a half days) or full-time places (5 days). Part-time places will either be Monday, Tuesday and half day Wednesday morning or half day Wednesday afternoon, Thursday and Friday. 30 hour places, which are Monday to Friday, are available for those parents who are eligible for 30 hour childcare. We offer these 30 hour places only to those who have a valid eligible 30 hour code at the time of offer..

At what age can my child start Nursery?

A child can be considered for a place in the nursery class the term after their third birthday. We offer a September intake and so a nursery place will normally be for the three terms prior to entry into Reception. In the event that we have unfilled spaces in September, we offer a January start for those children whose birthday falls in the autumn term and they will spend five terms in nursery. Admissions criteria will be applied to these applications in the usual way.

How do I apply for a place for my child?

If you would like your child to attend Ponteland Primary School Nursery, you must complete the online application form on our website which can be found here

<https://www.pontelandprimary.co.uk/key-information/admissions/nursery-admissions/>

You can apply for admission anytime from the day the application process opens at the start of the school year (September) preceding the year your child will start in Nursery.

How are places allocated?

We operate an equal preference allocation scheme. This means that all applications are considered together. Applications are ranked in accordance with the admissions criteria. Once the applications are prioritized and compared to the number of places available it is possible to determine who will be offered a place.

2.5 Days Preference

Applications for part time places may state a preference for their full and half days: either Monday, Tuesday and Wednesday morning or Wednesday afternoon, Thursday and Friday. The criteria above will be applied allocating a preference wherever possible. The alternate session will be offered if first choice is not available.

How will I know if I have a place for my child?

We will contact you by email to offer you a place. If your child is offered a place, you must confirm your acceptance to the school **within two weeks of receipt of the offer** otherwise the school may have to refuse places for other children unnecessarily. If no acceptance is received or the offer is declined, the place will become vacant and it will be offered to the next child in priority order. The final decision on when a child is admitted, the number of sessions a child is able to attend and his or her pattern of attendance rests with the Headteacher.

Timetable of Allocations

- The deadline for applications is **5th February 2027**. Applications received after this date will be classed as a late application and will be processed after all of the applications received before the 5th February have been processed and allocated

- Allocation of September/Autumn Term places will be made on **4th March 2027**

Should there be spaces available for the start of the January term, then the following timetable applies:

- Allocation of January/Spring Term places will be made by the end of **October 2026 if spaces are still available from the September 2026 cohort.**

Admission Criteria

Applications will be considered in accordance with the following criteria, set out in priority order.

Category A ‘Special Educational and Social Need.’

A child who is “looked after” by the Children’s Services Department, a child on the child protection register or a child who has a Statement of Special Educational Needs will be given priority followed by:

Children for whom there is a recommendation in writing for nursery education from a health professional, social worker, educational psychologist, area SENCO, outreach worker or education welfare officer on the basis of the child’s special educational needs or perceived social need.

Examples of special educational needs might include:

- emotional and behavioural problems
- hearing difficulties
- lack of personal interaction and stimulation
- physical disabilities
- speech and language problems
- visual difficulties

Examples of social need might include

- children who were multiple births (twins, triplets)
- a child with parents under 20 years of age
- a child in sole care of grandparents / relatives
- a child who has two or more siblings under five years of age
- a child of parents with disabilities
- a child with English as an additional language

Category B

Children with a brother or sister (including children living as siblings in the same family unit) with disabilities (as in A) that require a significant amount of additional support.

Category C

Preference will be given to children living within the catchment area of the school.

Category D

Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Ponteland Primary School, or who will be attending the following academic year.

Category E

Children of staff employed at the school

Category G

Other Children

Applying for a Place in Reception

Reception places are allocated according to the Northumberland County Council's admission policy as outlined in their Admission Handbook published annually. Admission to our nursery class does not constitute any right of entry to Reception.

For more information on Reception entry please see link below from Northumberland County Council Schools Admissions:

<https://www.northumberland.gov.uk/education-skills/schools/school-admissions-places-appeals/reception-entry-applications>