



**South Gosforth First School**  
*'Roots to grow and wings to fly'*

**Nursery Admissions Policy**  
**2023 - 2024**

	<b>Staff:</b> To read and offer feedback To implement policy	<b>Governors</b> Approve	<b>Accessibility</b> Website Saved to teachers drive
<b>Date</b>	<b>December 2022</b>	<b>December 2022</b>	<b>December 2022</b>
<b>Review Date</b>	<b>December 2023</b>		

**Members of staff responsible:**

- **Mr Adams (Head Teacher)**
- **Miss Blackburn (Deputy Head Teacher)**
- **Mrs Burnett (EYFS Lead)**

**Rationale:**

This policy will be used to determine admissions to our Nursery and all admission decisions will be justified by reference to the criteria given.

**Intent:**

The School Governors are responsible for admission to our Nursery which has capacity for 26 full time equivalent places. Children will attend nursery for three terms prior to their entry into school.

The following criteria will be used in the order shown to decide which children will be allocated places:

1. Children in the care of a local authority (looked-after children) and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of having been adopted.
2. Children with statements of special educational needs or an education health and care plan, where it names South Gosforth First School.
3. Children with a sibling on roll in South Gosforth First School in the academic year associated with the application.
4. Children living nearest to the school as measured in a straight-line distance from the school's postcode to the home postcode.

South Gosforth First School offers 15 or 30 hours of free nursery provision to children who are 3 years old on or before 31<sup>st</sup> August 2023. We offer four options of places:

**Option 1:** Free 30 hours Monday to Friday (8.40am – 3.10pm)

**Option 2:** 30 hours Monday to Friday (8.40am - 3.10pm) with 15 hours free childcare and additional 15 hours to be paid by parent/carer

**Option 3:** Free 15 hours Monday and Tuesday (8.40am – 3.10pm), Wednesday morning (8.40am – 11.40am)

**Option 4:** Free 15 hours Wednesday afternoon (12.10pm – 3.10pm), Thursday and Friday (8.40am – 3.10pm)

Please note, priority will be given to those applying for 30 hour places. Once these places are allocated, 15 hour places will be considered.

Parents and Carers who wish to apply for a place in our school Nursery will need to complete an online application form available from by emailing the school office or clicking the link on our school website from **13<sup>th</sup> January 2023**. Once you have completed the application form, you will need to submit a copy of your child's birth certificate and your child's proof of address (e.g. medical card, savings bind, trust fund etc.) by **17<sup>th</sup> March 2023** to the school office in person.

South Gosforth First School is part of Gosforth School's Trust and all school Nursery places in the Trust will be accepted and allocated on the same dates:

- The closing date for applications is **Friday 17<sup>th</sup> March 2023**.
- Email of offer will be sent on **Friday 24<sup>th</sup> March 2023**.
- The deadline for replies and to accept a place is **Friday 28<sup>th</sup> April 2023**.

We will email parents of children who will be offered a place confirming the offer of a Nursery place and detailing the attendance option available in the provision.

Parents are given two weeks to accept the offer of a place. After this time, if no acceptance is received or the offer is declined, the place will become vacant and will be offered to the next child in priority order.

Please note that, if you are not offered a place, you cannot appeal against the decision. School will hold a waiting list which names will be added to, if required. If a place becomes available, the place will be offered to the applicant who ranks highest on the waiting list according to the published admissions criteria.

To find out whether you are entitled to 30 hours funding, please visit: <https://www.gov.uk/30-hours-free-childcare>

If you are entitled to 30 hour funding, parents will need to submit their 30 hour code each term by the deadline specified by the school. If the code is not submitted, then you will be invoiced by the school for the cost of the session.

### **January Intake**

There may be an opportunity for us to offer a January intake depending on September admission numbers. If you would like to be considered for this, please email [admin@sgfs.uk](mailto:admin@sgfs.uk) by Monday 23rd October 2023 and you will be added to our mailing list. If spaces are available, you will be notified by Friday 27th October 2023 and application information will follow.

**Please note that Nursery admission does not automatically guarantee a place in our Reception year. Admission to Reception will be in accordance with Newcastle City Council's Admissions Policy.**

## **Monitoring arrangements**

This policy will be reviewed annually by the governing body of South Gosforth First School.

**Date Agreed: December 2022**

**Date for Review: December 2023**