



West End Primary School

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&

West End Pre-School

Joint Admissions Policy

2025

Approved by:	RM committee & West End Pre School board
Date Reviewed:	June 2025
Date Approved:	June 2025
Date of Next Review:	June 2027

West End Primary School and West End Pre-School

Joint Admissions Policy

Provision

West End Pre-School

West End Pre-School can admit up to 48 children into two 24 place sessions. The sessions run from 9:00am until 12:00pm and from 12:00pm until 3:00pm Monday to Friday during term time.

West End Primary School Nursery

West End Primary School Nursery can offer up to 52 child places in the school nursery in two 26 place sessions. The sessions run from 8:50am until 11:50pm and from 12:30pm until 3:30pm Monday to Friday during term time.

Eligibility

West End Pre-School

Admit children after their second birthday. Some 2 year old children will be eligible for funded places and some will be admitted to fee paying places. All 3 year old children are eligible for 15 hours a week free learning and so would be able to attend up to 15 hours per week in daily sessions of three hours.

Further information on eligibility for 15 or 30 hours free early learning is available from West End Pre-School at westendpreschool@hotmail.co.uk or on the Northumberland County Council website via the following link www.northumberland.gov.uk/Children/Family/Childcare/Early-years-education and on the Government website at www.gov.uk/30-hours-free-childcare.

Further information on how to access alternative funding towards childcare places can also be found at www.childcarechoices.gov.uk

West End Primary School are able to offer some flexibility around the hours a child accesses nursery within some constraints. The Nursery Attendance Policy states that the children must attend in a set pattern, rather than changing days to ensure the legal staff to child ratio is adhered to. Once you have decided on this, prior to starting, this needs to be adhered to unless there is an exceptional circumstance, in which case please contact the main school office to discuss any necessary changes.

West End Primary School Nursery

All 3 and 4 year old children are eligible for 15 hours per week free early learning and so would be able to attend up to 15 hours per week in daily sessions of three hours.

Three and four year olds may be eligible for up to 30 hours free early learning per week if both parents are working or they are in a single parent family where that parent works. Pupils eligible for 30 hours free early learning will be able to attend up to 30 hours per week in daily sessions of six hours.

Further information on eligibility for 15 or 30 hours free early learning is available from the school office and on the school website at www.westend.northumberland.sch.uk; on the Northumberland County Council website via the following link www.northumberland.gov.uk/Children/Family/Childcare/Early-years-education and on the Government website at www.gov.uk/30-hours-free-childcare.

Pupils taking up 30 hours funded places will have lunch in the nursery or the school hall. Parents can purchase a school lunch at a cost of £2.35 per day or provide their child with a packed lunch. A child does not have to have a hot school lunch to be eligible for a 30 hours place.

Further information on how to access alternative funding towards childcare places can also be found at www.childcarechoices.gov.uk

Both Providers

We would like to make clear that parents eligible for 30 hours **MUST** reconfirm by the end date stated on their eligibility code issued by HMRC. Where we are notified by the Local Authority that you have missed your reconfirmation deadline date or that you are no longer eligible, your place will enter into a grace period, as set out in Regulations 2016, determined by HMRC or a First Tier Tribunal in the case of an appeal. In these circumstances we will contact you about the end of your free extended entitlement place. It is therefore extremely important when taking up your child's place that you are fully aware of the importance of reconfirming your eligibility code and what this means for you and your child.

West Bedlington Early Years Partnership

The West Bedlington Early Years Partnership (West End Primary School Nursery and West End Pre-school) share the nursery building. Children attending West End Primary School Nursery are taught by our qualified teachers and Level three teaching assistants. Those attending West End Pre-school are taught by staff with Early Years Professional status and Level three trained support staff.

Intake

West End Primary School Nursery

There is an intake at the beginning of each term for children into the nursery class each year depending on spaces available. Those children who have had their third birthday are eligible to be admitted to the Nursery at these times.

West End Pre-School

Admit children when they are 2 year old. They are eligible to start after their second birthday whenever this falls. The children will remain with West End Pre-school until the September after their third birthday or the term after they turn 3 when they will transfer to West End Primary School Nursery.

Intakes during the academic year

There may be a limited number of places available during the school year to admit children who are new to the settings. It is likely that there will only be a few places available so it is important that parents, wherever possible, register interest in these places in advance by adding their child's name to the appropriate waiting list. If a place becomes available we will contact parents from the waiting list to confirm if they would like to accept the place. Priority will be given to those parents who have already registered their interest with the settings.

Eligibility criteria in brief for West End Pre-School

Children who have already had their second birthday

Eligibility criteria in brief for West End Primary School Nursery

Children who are three years old at the start of the new academic year

In both settings there is a requirement that a minimum of two sessions is taken up by a child.

Criteria for admission to West End Pre-School

In the event of over subscription the selection criteria outlined below will be applied in order of priority.

1. 'Looked after children', i.e. children in the care of the local authority, or children who were previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order or a parental arrangement.

2. Children whose parents have registered interest in the Pre-School and have added their details to the waiting lists.

Criteria for admission to West End Primary School Nursery

The school is open to receive applications for admissions from parents/carers of all children.

Priority must be given to children with an Educational Health Care Plan, which names the school.

In the event of over subscription the selection criteria outlined below will be applied in order of priority.

1. 'Looked after children', i.e. children in the care of the local authority, or children who were previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order or a parental arrangement.
2. Children with a sibling at the school at the time of admission. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.)
3. Children who live in the school's catchment area as defined by the Local Authority.
4. Children with exceptional medical or social needs.
5. Other children

If there are more than the permissible number of children within a particular criterion, priority will be given to children living nearest to the school; distance measured in a straight line 'as the crow flies', between the home front door and the main gate of the school, by using the Local Authority's computerised measuring system. In the event of children living equidistant from the school, lots will be drawn.

Waiting List

In cases when an application for a place in school has to be refused the child's name will be placed on the waiting list. If a place subsequently becomes available, the school's waiting list will be examined and priority given to applicants in keeping with the criteria shown above.

Procedures

- Parents wishing to register their child for admission to Nursery should complete the application form and return it to school. Places will then be allocated according to the above criteria with no reference to the date of application.

- Parents of a child with a disability should inform the Headteacher at the time of application. The school makes every effort to ensure that disabled children are not put at any substantial disadvantage in accessing the curriculum and are not treated less favourably, without justification, than their non-disabled peers.
- Parents will be notified as to whether or not their child has a place for the Autumn term in the week before the spring half term holiday.
- If an application is turned down an explanation will be provided based on the selection criteria.
- Applicants seeking admission under criterion 4 will be asked to provide appropriate evidence e.g. a report from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- The Governing Body reserves the right to withdraw the offer of a place if:
 - a) false information (i.e. address or declaration of Special Educational Need) has been given to secure a place
 - b) parents do not respond to the offer of a place in the time scale indicated when the place is offered.

Appeals

If you are not allocated a place your child's name may be entered on a waiting list. You may also appeal the decision by writing to the Appeals Committee of the Governing Body. Your appeal will be considered by the Appeals Committee and you will be informed in writing of their decision. The decision of the Appeals Committee is final.