



## **West End Primary School Nursery**

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**&**

**West End Pre-School**

# **Joint Admissions Policy**

## **2027-8**

<b>Approved by:</b>	<b>RM committee &amp; West End Pre School board</b>
<b>Date Reviewed:</b>	<b>May 2026</b>
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# 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 8:50am until 11:50am 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 9:00am until 12:00pm and from 12:00pm until 3:00pm 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 30 or 15 hours a week free learning and so would be able to attend up to 30 or 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](mailto: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](http://www.northumberland.gov.uk/Children/Family/Childcare/Early-years-education) and on the Government website at [www.gov.uk/30-hours-free-childcare](http://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](http://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](http://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](http://www.northumberland.gov.uk/Children/Family/Childcare/Early-years-education) and on the Government website at [www.gov.uk/30-hours-free-childcare](http://www.gov.uk/30-hours-free-childcare).

Pupils taking up 30 hours funded places and children who attend morning sessions will have lunch in the nursery or the school hall. Parents can purchase a school lunch at a cost of £2.45 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](http://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 (31 August, 31 December & 31 March). 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. You may then retain the 30 hours but it would be at a cost to yourself.

## 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 Pre-School**

Admit children when they are 2 years 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 if eligibility criteria has been met.

### **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.

### **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 the following order of priority:

1. Looked After Children (as defined by Section 22 of the Children Act 1989) including a child who was previously “looked after” but immediately after being “looked after” became subject to an adoption, residence, or special guardianship order. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who attend West End Pre-school living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date. The following link provides information re: catchments relevant to the 2027/28 academic year:  
<https://www.northumberland.gov.uk/education-skills/schools/school-admissions-places-appeals/school-catchment-and-transport>
3. Children living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date. The following link provides information re: catchments relevant to the 2027/28 academic year:  
<https://www.northumberland.gov.uk/education-skills/schools/school-admissions-places-appeals/school-catchment-and-transport>
4. Children with an exceptional social or medical reason that means that they can only attend that specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school). Strong supporting evidence must be provided from a professional body involved with the family or the child. The professional must be independent of both the family and the school. The evidence must relate specifically to the school for which the application is being made and must demonstrate clearly why it is the only school that can meet the child’s needs. No assumptions should be made that the submission of the relevant evidence will, in itself be sufficient to allocate a place.
5. Children who have a sibling\* who already attends the school and who is expected to be on roll at the school at the time of admission. \*For the purpose of admissions,

siblings are deemed to be brothers and sisters, stepsiblings, foster siblings, adopted siblings and other children who reside permanently in the household and are treated as siblings.

## 6. Other children

### **Tie Breaker**

Should it prove necessary, because places are limited, to distinguish between children in any given category priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') using the LA's computerised measuring system (GIS).

Where two or more distances are found to be equal a system of random allocation will apply, independently administered. Applicants refused admission are entitled to an appeal which is determined by an independent panel.

### **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 in the order given 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 after the Easter 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.