Red Row Primary School
Nursery Admissions Policy

Date Written: February 2026
By: Richard Bollands
Responsible Governor: Joint Sub Committee
Adopted by Governors: February 2026
Date for Review: February 2028

The Northumberland County Council Schools Admissions Policy states that:

> *Individual Governing Bodies set the Admission Policy for the nursery class attached to their own school. The criteria should reflect available nursery provision within the wider community and not just the school's catchment area. There is an expectation that any child attending a nursery class should remain in that setting until transfer to a reception class.*

All children have an entitlement to 15 hours per week free early years education for 38 weeks a year from the beginning of the term following their third birthday. Some children from eligible working families are entitled to an additional 15 hours of free childcare. This entitlement can be accessed flexibly across a range of providers with Local Authority maintained nurseries offering all or some of the free entitlement. Red Row First School is usually able to provide up to 30 hours of early education.

This is the nursery policy set out by the governors of Red Row First School for admission into our maintained nursery provision.

- The admission number at Red Row First School allows up to the equivalent of 16 full time places or 32 part time places (or a combination of both with most children taking up 15 hours and some entitled to 30 hours).

- Parents should contact the school as soon as possible after the child's 1st birthday and complete an application form. The school will record the date the application is received.

- School receives funding from the government in the following way. Children who reach the age of 3 before 31st August are funded to start nursery at the start of the Autumn term and would be funded for 3 terms before joining the Reception class. Children who reach the age of 3 before 31st December are funded to start nursery at the start of the Spring term and would be funded for 5 terms before joining the Reception class. Children who reach the age of 3 before 31st March are funded to start nursery at the start of the Summer Term and would be funded for 4 terms before joining the Reception class.

	Last date for applications (prior to 3rd birthday)	School will notify parents by	Date Child will start school
Children who reach the age of three before 31st August	31st March	15th June	Start of Autumn Term (September)
Children who reach the age of three before 31st December	31st July	30th September	Start of Spring Term (January)
Children who reach the age of three before 31st March	30th November	31st January	Start of Summer Term (April)

- Subject to availability, the school is able to offer full-time (30 hour) places in the nursery for children entitled to additional government funding.

- Additional sessions may be opened to current nursery children at a cost of £15 per 3 hour session on a first-come-first-served basis. Priority each term will be given to those children entitled to the 30 hours funding before paid sessions are allocated. Availability of paid sessions will be reviewed on a termly basis.

- Any places remaining unfilled can be allocated to late applicants who have missed the above deadlines.

Securing a place at nursery does not necessarily secure a place or give greater entitlement to a place in the Reception class. Application for Reception places must follow Northumberland County Council's Procedure.

First priority for allocating nursery places at any of our designated school start dates will be to ensure that children receive at least 15 funded hours. This may mean that families entitled to 30 funded hours may not be able to access this full allocation immediately.

- If the nursery is oversubscribed the following criteria, in order, will be used to allocate places.
    1. Looked After Children
    2. Children with an Education and Health Care Plan (EHCP) naming Red Row First School as the appropriate provision to meet the child's needs
    3. Children who have a sibling living at the same address and who will still be attending Red Row First School at the time of entry.
    4. Proximity to the school with those living nearest being admitted first (distances will be measured using a straight line between school and home)
    5. Chronological order of dates of birth with the oldest being admitted first.

Priority for allocating 30 hour places will be based on the following criteria in order (applied on the date that parents are notified):

1. Looked After Children
2. Children with an Education and Health Care Plan (EHCP) naming Red Row First School as the appropriate provision to meet the child's needs.
3. Children with confirmed 30 hour funding currently attending nursery who we were not able to offer a place to in the previous term – with the oldest of these children taking priority.
4. Children with confirmed 30 hour funding who will attend nursery for the full 5 day/30 hour allocation - with the oldest of these children taking priority.
5. Children with confirmed 30 hours funding who will only attend for a part of their 30 hour allocation - with the oldest of these children taking priority.

In-term admissions

Any places that remain available prior to next allocation date may be filled by age eligible children who apply for a place 'in-term'.

Nursery application forms are available from the school office.

*NB: We would like to make clear that parents eligible to 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.*

THIS POLICY IS AVAILABLE IN LARGE PRINT ON REQUEST