

Nursery Admissions Policy

Date: February 2026

Review Date: September 2026



Larkspur
Community Primary School

All children are entitled to 15 hours of free provision provided over 38 weeks (universal entitlement). Some children are also entitled to an additional 15 hours (extended entitlement).

In this school we offer the following patterns of provision:

Universal entitlement:

- 2 year olds - 5 mornings a week 8.30am-11.30am
- 3-4 year olds - 5 mornings a week 8.30am-11.30am

Extended entitlement:

- 8.30am until 3.15pm 5 days per week.

Admission Criteria for 2 year olds

Children who are eligible for 2-year-old funding will normally be admitted to the nursery class as soon as practicably possible after their second birthday.

However, we may need to delay your child's start beyond the relevant term in circumstances where the school has induction procedures to follow to enable your child to be successfully integrated with others and get used to school life. This is decided in consultation with the Head Teacher. Your child may not receive their full free entitlement in these circumstances. We will however endeavour to increase your child's hours to their full entitlement as quickly as possible, whilst meeting their individual needs.

Oversubscription Criteria for 2 year olds

If there are not enough places available for all applicants, we will apply the criteria which are ranked in priority order below.

We will give priority in the following order:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
2. Children who will access either their full universal entitlement or full extended entitlement within this nursery.
3. Children who live in the school's catchment area.
4. Children who live in Gateshead and who will have a brother or sister at the school, during the coming academic year.
5. Children who have exceptional medical or social grounds. (See point A below).

6. Other children who live in Gateshead.
7. Children who live outside Gateshead, but only if places are otherwise likely to remain available during the academic year.

Admission Criteria for 3-4 year olds

Children who are eligible for 3-4 year old funding subject to the availability of places, will normally be admitted to the nursery class as soon as practicably possible after their third birthday.

All children will be required to have a home visit prior to their start date in the Nursery.

However, we may need to delay your child's start beyond the relevant term in circumstances where the school has induction procedures to follow to enable your child to be successfully integrated with others and get used to school life. This is decided in consultation with the Head Teacher. Your child may not receive their full free entitlement in these circumstances. We will however endeavour to increase your child's hours to their full entitlement as quickly as possible, whilst meeting their individual needs.

Oversubscription Criteria for 3-4 year olds

If there are not enough places available for all applicants, we will apply the criteria which are ranked in priority order below.

- The children who will become four years of age during the 2026/27 academic year and can only benefit from three terms of nursery education.

The allocation of places within this group of children will then be based on priorities 1 to 7 listed below.

If there are not enough applicants within this older group of children above to fill all available places, then we will next consider those younger children who will reach the age of three during the academic year 2026/27.

Priority will then be given to these children who will become three during the Autumn term, then the Spring term and then the summer term.

Within each term the allocation of places is based on priorities 1 to 7 listed below.

Places can only be offered to these younger children if we can confirm that a place is not needed for a child who will become four years of age during the 2026/27 academic year.

We will give priority in the following order:

8. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
9. Children who will access either their full universal entitlement or full extended entitlement within this nursery.
10. Children who live in the school's catchment area.
11. Children who live in Gateshead and who will have a brother or sister at the school, during the coming academic year.
12. Children who have exceptional medical or social grounds. (See point A below).
13. Other children who live in Gateshead.
14. Children who live outside Gateshead, but only if places are otherwise likely to remain available during the academic year.

Point A

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. This evidence will be assessed by a panel of Governors and the Head Teacher. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Tie Breaker

If within any of the above priorities there are more applicants than places available then priority will be given to those children based on the distance they live from the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school. Children living nearest the school will have priority.

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

Change in circumstances

If a child becomes eligible for the extended entitlement at any point after the closing date for applications, subject to availability, a place will be available, from the start of the term following confirmation of eligibility. If no place is available, the child will be placed on the waiting list.

If a child loses their eligibility at any point after the allocation of places, parent/carers and Head Teacher will agree the pattern of attendance for the universal entitlement.

Waiting list

If places then become available, we will consider all the applications on a waiting list. The waiting list will be maintained by the Head Teacher from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be considered if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

Closing Date

To apply for a place in our nursery class for September 2026 or subsequent terms in the 2026/27 academic year, you must complete and return your application form to the Head Teacher of your chosen first preference school by 31 May 2026.

You will be informed if your child has a place for the 2026/27 academic year, in writing, on or before 30 June 2026.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child, you may register a complaint or an appeal with the Governing Body using their normal complaints procedure.

Admission into Reception

Obtaining a place in our school nursery class does not guarantee your child a place in our school for entry to Reception class. There is a different admission criteria that applies for admission to infant and primary school entry. You must apply again in September before your child's 4th birthday for admission to an infant or primary school.

Review

This policy will be reviewed annually by the Governing Body.