



Admissions Policy for Early Years Unit Academic year 2025-2026

Introduction

The school is responsible for admissions to our Rising 3s and Nursery. This policy will be used to determine admissions to the Waverley Primary School Early Years Unit. As parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions we have adopted a clear set of admissions criteria upon which admission decisions can be made. This allows fair and impartial decisions to be made.

Provision

Rising Three (children who turn three between 1st September 2025 and 31st March 2026): We have thirteen places of fifteen hours per week in this transition group into our full time Nursery. The sessions will run Monday to Friday from 8.45am until 11.45am, although school can be flexible dependent on how the child settles and if they are toilet trained.

Application process: Applications for places in the Rising Three group should be made at the school office. Parents/carers will need to provide a copy of their child's birth certificate and will be asked to complete a Parent Declaration Form which will enable the school office to check with Newcastle City Council in order to determine if the child will qualify for a funded 32.5 hour place in September 2026.

30 Hours Nursery: We have twenty-six places of 32.5 hours per week in our Nursery which is for children who turn three on or before 31st August 2025.

Application process: Applications for places in the nursery should be made at the school office. Parents/carers will need to provide a copy of their child's birth certificate and will be asked to complete a Parent Declaration Form which will enable the School Office to check with Newcastle City Council in order to determine if the child will qualify for a funded 32.5 hour place.

Application forms are available for collection from the school, via email office@waverleyprimary.org or they can be downloaded from our school website www.waverley.newcastle.sch.uk.

How are places allocated?

We operate an equal preference allocation scheme. This means that all applications are considered together. Applications are ranked in accordance with the admissions criteria. Once the applications are prioritised and compared to the number of places available it is possible to determine who will be offered a place.

How will I know if I have a place for my child?

If your child is offered a place, you must confirm your acceptance to the school within two weeks of receipt of the offer otherwise the school may have to refuse places for

other children unnecessarily. The final decision on when a child is admitted, the number of sessions a child is able to attend and his or her pattern of attendance rests with the Headteacher.

Attendance in Rising Three and Nursery does not guarantee a place in the Reception class of Waverley Primary School.

Admission Criteria

Applications will be considered in accordance with the following criteria, set out in priority order.

Category A 'Special Educational and Social Need.'

A child who is "looked after" by the Children's Services Department, a child on the child protection register or a child who has a Statement of Special Educational Needs will be given priority followed by:

Children for whom there is a recommendation in writing for nursery education from a health professional, social worker, educational psychologist, area SENDCO, outreach worker or education welfare officer on the basis of the child's special educational needs or perceived social need.

Examples of special educational needs might include:

- emotional and behavioural problems
- hearing difficulties
- lack of personal interaction and stimulation
- physical disabilities
- speech and language problems
- visual difficulties

Examples of social need might include

- children who were multiple births (twins, triplets)
- a child with parents under 20 years of age
- a child in sole care of grandparents / relatives
- a child who has two or more siblings under five years of age
- a child of parents with disabilities
- a child with English as an additional language

Category B

Children with a brother or sister (including children living as siblings in the same family unit) with disabilities (as in A) that require a significant amount of additional support.

Category C

Preference will be given to children living within the catchment area of the school or in the case of a childminder living in the catchment area of the school.

Attendance at, Rising Three and Nursery Parents/carers who accept an offer of a place in our Rising 3s or Nursery classes are advised that attendance at all sessions is expected and persistent absence can lead to the withdrawal of the place and that place being offered to a child on the waiting list.

Policy Dated: November 2023