



July 2026

Admissions Policy

Rationale

We recognise that starting school is a major step in a child's life; both parents and children may be apprehensive. Entering a new school later in a child's life can be equally daunting. In both instances the child is moving from a secure, familiar environment to one which is unfamiliar and potentially alarming. In this school we believe it is important to create conditions which will enable the child to make that transition as smoothly as possible.

Aims

- To provide a secure and happy learning environment.
- To support the parent and child through the transition from home to full-time education, or from old to new school.
- To establish trusting relationships between parents, child and staff.

Pre-School Admission Procedures

Organisation

The Pre-School is staffed to accommodate a maximum of 15 children. There is one session each morning. Places are offered on a part-time basis for up to five morning sessions.

Admissions

Children are eligible for a pre-school place from their second birthday, and children may start (spaces available) from the date of their second birthday.

Admissions Criteria

Where the demand for places exceeds the number available, places will be offered by applying the following criteria in decreasing order of merit:

- Children who are in receipt of government funding for two year olds, and a) live within the catchment area of the school b) live in the catchment area of a neighbouring school which does not provide a 2- year-old class; c) live anywhere else in Northumberland.
- Children who are already two but not in receipt of government funding for two year olds, and a) live within the catchment area of the school b) live in the catchment area of a neighbouring school which does not provide a 2- year-old class; c) live anywhere else in Northumberland.
- Should it prove necessary to distinguish between children in any given category, priority will be given by applying the following sub-criteria in decreasing order of merit: a) children on whose behalf evidence of exceptional medical, social or educational need is presented (this will normally have to be supported by a professionally involved third party) b) children who have an older brother/sister who is expected to be on the roll of that school or nursery class at the time of admission.

Children who have applied for a pre-school place are put on a waiting list in date order of receipt.

Nursery Admission Procedures

Organisation

The nursery is staffed to accommodate a maximum of 36 children each session. Places are flexible and can be offered on a full and part time basis. Places can be funded with 15 and 30 hours funding. Additional hours can be paid for.

Admissions

Children are eligible for a nursery place in the term after their 3rd birthday. We operate a staggered entry system in September, January and April (spaces permitting)

Admission Criteria

Where the demand for places exceeds the number available, places will be offered by applying the following criteria in decreasing order of merit:

- Pupils who are age three by 31st August prior to the academic year in question and a) live within the catchment area of the school; b) live in the catchment area of a neighbouring school which does not have a nursery class; c) live anywhere else in Northumberland;
- Pupils who are age two on 31st August prior to the academic year in question and turn 3 during the Autumn term for January admission or during Spring term for April admission. a) live within the catchment area of the school; b) live in the catchment area of a neighbouring school which does not have a nursery class c) live anywhere else in Northumberland

- Should it prove necessary to distinguish between pupils in any given category, priority will be given by applying the following sub-criteria in decreasing order of merit: a) children on whose behalf evidence of exceptional medical, social or educational need is presented (this will normally have to be supported by a professionally involved third party) b) children who have an older brother/sister who is expected to be on the roll of that school or nursery class at the time of admission

Children who have applied for a nursery place are put on a waiting list in date order of receipt.

Main School Admission Procedures

Admission

Only those children living within the catchment area are initially eligible for admission to the school. Those children living outside of the catchment area should apply to the Director of Education for admission.

Starting School New Entrants

In this school, children are eligible for admission in the September following their fourth birthday. It is recognised that most children will have been attending our nursery or pre-school, and that others will have come directly to school from home or a childminder.

Transferring from Another School

Children living within the catchment area will be admitted to the appropriate year group, up to the maximum number, currently 45, as laid down by the Department for Education and Skills. Parents of children living outside the catchment area must apply to the Director of Education. Appropriate information regarding admission, and the education service etc will be given to parents by the Head teacher.

Procedures regarding New Entrants in September

Before Admission

- Parents will be invited to a meeting in order to meet staff, look around the school, and receive general information about the school, staff and education offered to the children. School information booklets will be available. The reception class teacher will liaise with nursery providers. They will visit the children in their current setting.
- One classroom visit will be offered to the parents and child during the summer term before starting school. This will be a morning session lasting approximately 3 hours, enabling them to experience the reception class at work.

On Admission

On the first day of the Autumn term children will be admitted to full-time education.

Staffing

The reception classes will be staffed by a full-time qualified teacher, supported by classroom assistants and learning support assistants as available/required

Parental Involvement

This begins with pre-school visits and meetings. Classroom staff are available on the door each day to discuss how a child is settling in with parents and carers

Monitoring and Review

This policy will be reviewed annually by the Academy Council or sooner if necessary.

Last Review: Spring 2025

This Review: July 2026

Approval and Authorisation				
	Name	Job title	Signature	Date
Approved	Anne-Marie Grimes	Headteacher		10/07/2026
Approved	Lauren Chapman	Chair of Governors		10/07/2026