

NURSERY ADMISSIONS POLICY

NORTHGATE PRIMARY SCHOOL



Approved by:	Northgate Governing Body	Date: April 2026
Last reviewed on:	April 2026	
Next review due by:	April 2027	

Northgate Primary School **Nursery Admissions Policy**

Northgate Primary School incorporates a maintained Nursery for pupils from the age of 3 years who live within the Northgate area. We have a total of 39 spaces per session for children aged from 3 to 5 years.

Children can be registered for the Nursery at any time and we will hold their application until a space in Nursery becomes available. Funded entitlement places are available from the term after your child's third birthday. The cut-off dates for admission each term are 31st August (for the autumn term), 31st December (for the spring term) and 31st March (for the summer term) each year. The 15 hours free entitlement places area offered over 2.5 sessions. Parents are asked to select their preferred sessions, depending on availability.

Our sessions run as follows:

Session	Days and timings
A	Mon, Tues, Thurs, Fri 9-3 and Wed 8.45-3
B	Mon, Tues 9-3 and Wed 8.45 to 11.45
C	Wed 12-3 and Thurs, Fri 9-3

This allows a flexible approach for working parents.

Children will be considered for their funded entitlement place in the Nursery class from the beginning of the term after they reach 3 years of age. The Governing Body has delegated responsibility to the Head Teacher to make all decisions in respect of applications for admission to the Nursery class.

We also offer 30 hours of funded entitlement for those children eligible to receive them. These are offered for 6 hours a day over the week with each session running from 9:00 a.m. to 3:00 p.m. To check if you are eligible for the 30 hours and/or other benefits please visit www.childcarechoices.gov.uk and use the calculator to get your eligibility code. You will need to bring this with you to enable you to access the funded 30 hours provision.

The following criteria are used to determine and allocate places:

- Siblings of children currently attending Northgate Primary School and living within the catchment area of the school
- Children with social and/or Special Educational Needs and/or Disabilities
- Children entitled to receive the Early Years Pupil Premium
- Children living within the catchment of the school

- Siblings of children currently attending Northgate Primary School but living out of the catchment area of the school
- Children living closest to the school (as the crow flies)

Places will be offered in line with availability and on a 'first come first served' basis. A waiting list will be kept to ensure that places are allocated fairly. The Head Teacher's decision in allocating places is final.

Notice period: A notice period of 2 weeks is required should the allocated Nursery place no longer be required.

Parents and carers should note that children attending Northgate Primary School Nursery class do not automatically transfer on to the school roll at Northgate Primary School. Primary school admissions are administered by West Sussex County Council and applications for places need to be made in line with County policy. Further details are available on the West Sussex website; <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/schoolplaces/>

Northgate Primary School Nursery offers equal opportunities to all and no child shall be discriminated against.