

BEECHDALE NURSERY SCHOOL

Administration and Admissions

Policy



September 2025

Admissions

Policy Statement

It is our intention to make our Nursery accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated procedures.

Procedures

Places are allocated according to the criteria listed below:

1.Children In Need

The Children Act 1989 defines a child 'in need' as:

- a) He/she is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by the Local Authority under Part 3 of the Act.
- b) His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services.
- c) He/she is disabled.

In addition, Durham County Council has determined that children of families where English is not the main language of the family will be considered under this criterion.

A maximum of two part-time nursery places are retained until the end of the Autumn half term in order to accommodate emergency referrals of children "in need" as defined in the requirements of the Children Act, 1989.

2. Allocation of 3-Year-Old Places

Parents can apply for a nursery place at their earliest convenience. Children are eligible for a funded nursery place the term after their third birthday. The offer of a place will be prioritised according to earliest date of application.

School will ensure there are places available for 26x 15 hour children and also 39 x 30 hour places for children of working parents who meet the criteria. The number of places will vary according to school capacity and demand.

3. Allocation of 30 hours free early education per week, term time

This is for 3 & 4 year olds from working families that meet the eligibility criteria.

The maintained nursery school or unit will undertake a validation check on the eligibility code and details provided by the parent on the application form. On confirmation the code is valid the following criteria will be applied to all applicants:

If there are more places available than applications, all children will be offered a place.

Subsequent applicants will be offered places until the provision is full. Once all places have been allocated, further applications will be included on a waiting list and places will be allocated in accordance with the 30 hours oversubscription criteria.

If there are more applications than places the 30 hours oversubscription criteria will be applied as follows.

4. 30 Hours oversubscription criteria:

Places will be allocated on a “first come, first served” basis on receipt of a verified code.

5. Timing for Allocation of Places

Parents will be informed via email or phone-call once their child has been allocated a space according to the following timescales:

September Starters: The first full school week in March

January Starters: The full school week in October

April Starters: The full school week January

Parents will be given two weeks to accept their place. If this deadline is not met, the place will be offered to the next child on the waiting list.

6. Children Living in Other Authorities

Although there are no catchment areas for places, preference will be given to children whose parents live within County Durham's administrative area. Only when all children living within the boundary of County Durham have been allocated a place, may a child living in a neighbouring area be offered a place.

Review date September 2026