South Gosforth First School

'Roots to grow and wings to fly'

Nursery Admissions Policy
2028 - 2029

	Staff: To read and offer feedback To implement policy	**Governors:** Approve	**Accessibility:** Website Saved to teachers drive
Date:	November 2026	November 2026	November 2026
Review Date:	November 2027		

Members of staff responsible:

- **Mr Bradley-Adams (Head Teacher)**
- **Miss Blackburn (Deputy Head Teacher)**
- **Mrs Burnett (EYFS Lead)**

Rationale:

This policy will be used to determine admissions to our Nursery and all admission decisions will be justified by reference to the criteria given.

Intent:

The School Governors are responsible for admission to our Nursery which has capacity for 26 full time equivalent places. Children will attend nursery for three terms prior to their entry into school.

The following criteria will used in the order shown to decide which children will be allocated places:

1. Children in the care of a local authority (looked-after children) and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of having been adopted.
2. Children with statements of special educational needs or an education health and care plan, where it names South Gosforth First School.
3. Children with a sibling on roll in South Gosforth First School in the academic year associated with the application.
4. Children living nearest to the school as measured in a straight-line distance from the school's postcode to the home postcode.

South Gosforth First School offers 15 or 30 hours of free nursery provision to children who are 3 years old on or before 31st August 2028. We offer four options of places:

Option 1: Free 30 hours Monday to Friday (8.40am – 3.10pm)

Option 2: 30 hours Monday to Friday (8.40am - 3.10pm) with 15 hours free childcare and additional 15 hours to be paid by parent/carer

Option 3: Free 15 hours Monday and Tuesday (8.40am – 3.10pm), Wednesday morning (8.40am – 12.10pm)

Option 4: Free 15 hours Wednesday afternoon (12.10pm – 3.10pm), Thursday and Friday (8.40am – 3.10pm)

Please note, priority will be given to those applying for 30 hour places. Once these places are allocated using the full set of criteria on the previous page, 15 hour places will then be allocated.

Parents and Carers who wish to apply for a place in our school Nursery will need to complete an online application form available by emailing the school office or clicking the link on our school website from **date to be confirmed**. Once you have completed the application form, you will need to submit a copy of your child's birth certificate and your child's proof of address (e.g. medical card, savings bind, trust fund etc.) by **to be confirmed** to the school office in person**.**

South Gosforth First School is part of Gosforth School's Trust and all school Nursery places in the Trust will be accepted and allocated on the same dates:

- The closing date for applications is **to be confirmed.**
- Email of offer will be sent on **to be confirmed.**
- The deadline for replies and to accept a place is **to be confirmed.**

We will email parents of children who will be offered a place confirming the offer of a Nursery place and detailing the attendance option available in the provision.

Parents are given two weeks to accept the offer of a place. After this time, if no acceptance is received or the offer is declined, the place will become vacant and will be offered to the next child in priority order.

Please note that, if you are not offered a place, you cannot appeal against the decision. School will hold a waiting list which names will be added to, if required. If a place becomes available, the place will be offered to the applicant who ranks highest on the waiting list according to the published admissions criteria.

30 Hours Funding

To find out whether you are entitled to 30 hours funding, please visit: https://www.gov.uk/30-hours-free-childcare

If you have been offered a 30 hour school place and you are entitled to a 30 hour free childcare code, **please ensure you validate your 30 hour code each term to secure your child's 30 hour place**. Failure to complete the Parent Declaration Form and validate your code before the specified end date will result in an invoice being raised for the additional 15 hours per week until you are able to re-apply (usually a term later). If there is a change in your circumstances and you are no longer entitled to the 30 hours free childcare, please contact the school to discuss this as soon as possible as you will become a fee-paying parent/carer for the additional 15 hours per week and an invoice will be raised.

When accepting a 30 hour place at South Gosforth First School you are agreeing to use your full 30 hour funding code in our setting or paying fully for the additional 15 hours per week regardless of any planned or unplanned absences.

The cost of a half-day session is £16. Therefore, the cost per week is £80. Invoices will be raised 1 month in advance of each half term for that half term and must be paid prior to your child attending for example, September - October half

term will be invoiced in July and must be paid by end of August, November - Christmas will be invoiced in October to be paid by the end of October and so on.

If you are using Tax Free Childcare Vouchers to pay for your additional 15 hours, please confirm your provider with the school. Please ensure vouchers are ordered, submitted and paid to school by the invoice due date.

January Intake

There may be an opportunity for us to offer a January intake depending on September admission numbers. If you would like to be considered for this, please email admin@sgfs.uk by **date to be confirmed** and you will be added to our mailing list. If spaces are available, you will be notified by **date to be confirmed,** and application information will follow.

Please note that Nursery admission does not automatically guarantee a place in our Reception year at South Gosforth First School. Admission to Reception will be in accordance with the SGFS Admissions Policy (not relating to Nursery admissions).

Monitoring arrangements

This policy will be reviewed annually by the governing body of South Gosforth First School.