



*'Let your light shine' – Matthew 5:16*

**BEDLINGTON WHITLEY MEMORIAL CE PRIMARY SCHOOL  
NURSERY ADMISSIONS POLICY 2026**

**Admissions**

Children are admitted into the nursery class in the term following their third birthday. There are 26 places available.

**Eligibility**

All 3 and 4 year olds are eligible for 15 hours per week and can attend for 3 hour sessions for 5 sessions per week. 3 and 4 year olds may be eligible for 30 hours per week if both parents are working or they are in a single parent family and that parent is working. Pupils eligible for 30 hours can attend up to 30 hours per week in daily sessions of 30 hours which could be at Whitley Memorial and/or shared with other providers.

Further information on eligibility is available at

<http://www.northumberland.gov.uk/Children/Family/Childcare/Early-years-education-%E2%80%93-free-entitlement.aspx>

**Criteria for Admission**

In the event of over subscription the selection criteria outlined below will be applied in order of priority. The school is open to receive applications for admissions from parents of all children.

Priority must be to children with an Education, Health and Care Plan which names the school. In the event of over subscription the selection criteria outlined below will be applied in order of priority.

1. 'Looked after children' or children who were previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order, including children previously in state care outside of England.
2. Children with exceptional medical or social needs. Please note that parents will need to supply supporting information from a professional third party as well as detailing reasons for their choice of school.
3. Children with a home address in the school catchment area and with a sibling at the school at the time of admission. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.)
4. Children with a home address outside the school catchment area and with a sibling at the school at the time of admission. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.)
5. Children with a home address in the school's catchment area as defined by the LA.
6. Children of parents worshipping regularly and frequently at the parish church of St Cuthbert, Bedlington.

7. Children of parents worshipping regularly and frequently at another Christian church who wish their child to attend this school because of its Christian foundation.

8. Other children

### **Tie Breaker**

If there are more than the permissible number of children within a particular criterion, priority will be given to children living nearest to the school; distance measured in a straight line 'as the crow flies', between the home front door and the main gate of the school, by using the Local Authority's computerised measuring system. In the event of children living equidistant from the school, lots will be drawn.

### **Waiting List**

In cases when an application for a place in school has to be refused the child's name will be placed on the waiting list. If a place subsequently becomes available, the school's waiting list will be examined and priority given to applicants in keeping with the criteria shown above.

Should places be available at the beginning of the Spring and Summer terms they will be allocated according to the above criteria.

### **Procedures**

- Parents wishing to register their child for admission to Nursery should complete the attached form and return it to school. Places will then be allocated according to the above criteria with no reference to the date of application.
- Parents of a child with a disability should inform the Headteacher at the time of application. The school makes every effort to ensure that disabled children are not put at any substantial disadvantage in accessing the curriculum and are not treated less favourably, without justification, than their non-disabled peers.
- Parents will be notified as to whether or not their child has a place for the Autumn term before the Easter holiday. Parents of children joining the Nursery in subsequent terms will be notified accordingly.
- If an application is turned down an explanation will be provided based on the selection criteria.
- Applicants seeking admission under criteria 3 and 4 will be asked to provide evidence that they worship regularly and frequently, e.g. a letter from the incumbent
- Applicants seeking admission under criterion 6 will be asked to provide appropriate evidence e.g. a report from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- The Governing Body reserves the right to withdraw the offer of a place if:
  - a) false information (i.e. address or declaration of faith) has been given to secure a place
  - b) parents do not respond to the offer of a place in the time scale indicated.

**Nursery admissions are entirely separate to school admissions and attendance at the school's Nursery does not automatically guarantee a place in Reception.**

**WHITLEY MEMORIAL CE PRIMARY SCHOOL**

**NURSERY APPLICATION FORM**

For further information regarding nursery admissions and procedures see attached policy.

Name of Child			
Date of Birth			
Home Address	Postcode:		
Telephone Number	Home:	Mobile:	
Email address			
Mother's details	Name:	Occupation:	Full/part time
Father's details	Name:	Occupation:	Full/part time
Other children at home	Names:		Dates of birth:
Details of any disability			
Details of any attendance at nursery, playgroup, mother and toddler group etc			
Hours required	15 hours	30 hours	
	We appreciate circumstances can change but it would be helpful to know if you feel you would be eligible for and may like to take up a 30 hour place.		
Signature of parent			
Date			