

THE GLEBE PRIMARY SCHOOL

Nursery Admissions Policy





Gateway to Learning where Every Body Excels

There is a separate policy statement for admissions to the Reception class. Early Years and parents/carers should be aware that attendance at the Nursery class does not necessarily guarantee subsequent admission into the school for primary education, this decision is made by the Local Authority, following their admissions procedure.

All those children whose fourth birthday falls between the 1st September and the 31st August in the academic year will be admitted at the beginning of the Autumn Term. The Governors will admit no more than 52 children into the Nursery each academic year (26 children in our morning session and 26 in our afternoon session - this includes our 30 hour children).

Anyone may apply for admission to the Nursery for their child (ren). If there are more applications than places available, the Governors will allocate places in the following priority order:

We have adopted the Stockton Borough Council Admissions procedure. Places are allocated on the following basis;

We have two main aims.

- Finding a nursery place for all four-year olds who want one
- Finding places for as many three-year-olds as possible, giving priority to children in need.

Once all four-year olds have been allocated a place the nursery children are admitted as soon after their 3rd birthday as possible depending on the length of the waiting list and places available.

Within the borough, the Local Authority will find places in nurseries (up to the set number) in the following order of priority to children aged four years in date of birth order who:

1. live within the admission zone of the school and have a sibling in school at the time they take their place in the nursery;
2. live within the admission zone of the school;
3. do not live in the admission zone of the school and it has not been possible or appropriate to find a place at their admission zone school and we believe the school for which the parent is applying is appropriate;
4. do not live in the admission zone of the school but have brother or sister at the school at the time they take their place in the nursery;
5. do not live in the admission zone of the school.

If there are still vacancies, up to the set admission number, following the admission of all four year olds we will then admit three year olds as they turn three. During September and October of each year, we will find places in the following order of priority, in date of birth order (up to our set admission number):

1. live in the admission zone of the school and are considered to have exceptional circumstances (including special educational needs);
2. do not live in the admission zone of the school and are considered to have exceptional circumstances
3. live in the admission zone and have a sibling at the school, at the time they take their place in the nursery.
4. do not live in the admission zone and have a brother or sister at the school, at the time they take their place in the nursery.
5. live in the admission zone of the school; and
6. do not live in the admission zone of the school

Where there are more children within a category than there are places available, we will give the remaining vacancies to the oldest children.

Once all the three year olds born in September/October have been placed and if there are places still remaining we will admit three year olds as they as turn three up to set admission number.

When your child(ren) are due to start nursery the parent/carer will be contacted (by post, email or phone call), if confirmation of wanting a nursery place is not received within a week of this contact, it will be assumed that your child(ren) no longer require the place and it will be given to another child.

Whenever possible preference of session and hours is given.

If however your preference is not possible, as the sessions have reached its set admission number we will consider any reasonable request for a change once a further place becomes available.

If a child stops attending for more than a week a letter will be sent home to clarify the place is still wanted by the parents. If the school received no response the place will be reallocated according to the waiting list.

THE GLEBE PRIMARY SCHOOL

Nursery Admissions Policy

This Policy has been approved by the full Governing
Body of the Glebe Primary School

On: ...16.10.25.....

To be reviewed:
Summer 2026

Chair of Governors:Gill Broome.....