Seghill First School
Nursery Admissions Policy November 2026

1. **Applications for a Nursery place in September 2027**

Applications for Nursery places should be made directly to the school before the end of 31 January 2027 preceding admission in September 2027. Application forms for Nursery are available from the school office and via the school website. A copy is appended to this policy.

Seghill First School has a maximum intake of 26 children per year in to Nursery. Any parents or carers considering Seghill First School as a school for their child are encouraged to visit the school and meet with Miss Chappell, the Headteacher or Mrs Askew, Nursery teacher, by making an appointment through the Office Manager.

We offer 15-hour and 30-hour places. 15-hour places are offered on a part-time basis for five morning sessions each week totalling 15 hours per week. Each morning session runs from 8:45am to 11:45am. 30-hour places are offered for five days each week totalling 30 hours per week. Sessions run from 8:30am to 3:15pm on Mondays, Tuesdays, Thursdays and Fridays. Sessions run from 8:30am to 12:45pm on Wednesdays.

2. **Entitlement to 30 hours of free provision**

Parents of some children will be entitled to 30 hours of free provision each week. Parents eligible to 30 hours MUST reconfirm their eligibility code to both ourselves (and any other provider) by the end date stated on their eligibility code issued by HMRC. Where we are notified by the Local Authority that you have missed your reconfirmation deadline date or that you are no longer eligible, your place will enter into a grace period, as set out in Regulations 2016, determined by HMRC or a first-tier tribunal in the case of an appeal. It is therefore extremely important when taking up your child's place that you are fully aware of the importance of reconfirming your eligibility code and what this means for you and your child.

3. **Offers of a place in Nursery**

Offers of a place will be made as soon as possible after 31 January 2026. Parents and carers are asked to complete and return a reply slip to confirm that they wish to accept the place in Nursery.

4. **Transition programme**

When we have received confirmation of acceptance of a place in our Nursery, we will write to you and let you know about our programme of transition events to prepare parents and children for becoming part of our school. These events include-

- initial meeting for parents and carers;
- two stay and play sessions for children and their parents;
- a teddy bears' picnic for parents and carers;
- a home visit by the Nursery teacher, Mrs Askew.

5. **Over subscription**

If there are insufficient Nursery places to meet the number of applications, priority will be given in the following order-

1. Places will be offered firstly to Looked After Children and previously looked after children, i.e. for looked after children, children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22 of the Children Act 1989, at the time an application for a school is made; and previously looked after children, children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order.

2. Places will be offered to children who have a brother or sister, including an adopted, foster, half- or step brother or sister, living at the same address who is attending Seghill First School at the time of admission.

3. Places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes this school the most suitable one for the child;

4. The remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate.

These criteria are used until all the available spaces are filled, and they are then used to draw up the waiting list for the school. The distance from home to school, criterion (4), is used as a 'tie breaker' if there are more applications than places under criterion (1), (2) or (3). Places are not offered on a 'first come, first served' basis. The offer of a Nursery place does not guarantee a place in our Reception class, for which you will have to apply separately.

6. Waiting Lists

Where parents are refused a place in Nursery, school will keep a waiting list of the names of applicants up to the start of the Autumn term or ongoing. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received. Within each criterion their place is ordered by shortest distance to the school measured in a straight line. If a place becomes available, it will be offered to the child at the top of the waiting list. This means a child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria. There is no appeal procedure for parents refused a place in a Nursery class but if parents feel that they have been unfairly treated then they can go through the Schools Complaints procedure through the Governing Body.

7. Additional hours

Parents of some children will not be entitled to 30 hours of free provision each week. These parents are entitled to 15 hours of free provision each week.

In this situation, we are often asked by parents to provide extra hours in additional to the 15 hours of free provision. Agreement to provide additional hours will be dependent on whether spaces are available.

If the additional hours are agreed, a personalised payment plan will be set up by Miss Best for each child. Parents are required to sign a contract regarding the payment of additional hours.

Document Record

Version	Reason for Amendments/Update/Review	Date of Adoption by Seghill First School	Date of next review
1.0	Previous policy updated to include 30-hour provision	September 2020	July 2021
2.0	Policy revised- no amendments	July 2021	July 2022
3.0	Policy revised- no amendments	July 2022	July 2023
4.0	Policy revised- added a line for the 30 hour code to be added to the application form	October 2023	July 2024
5.0	Policy revised- added paragraph 7 payment for additional hours.	September 2025	July 2026
6.0	Changes to the questions on the application form to seek more information	November 2026	July 2026
7.0	Updated end time on Wednesdays from 1:15pm to 12:45pm.	November 2026	November 2027

Seghill First School

Main Street North, Seghill
Northumberland, NE23 7SB
Tel: 0191 237 0419
schooladmin@seghillschool.co.uk
Headteacher: Miss T Chappell

Nursery Application Form

About your child		
Name of child		
Date of birth		
Address		
Postcode		
Name of sibling in school*		
Name of childminder*		
Name of nursery / playgroup / setting*		
Does your child have Special Educational Needs?	Yes	No
If yes, please give details of your child's additional needs, including any support they currently receive and any external agencies that are involved with your child		
Are you in receipt of Disability Living Allowance for your child?	Yes	No
Is your child currently open to, or has been open in the past, to Children's Services?	Yes	No
Is your child adopted?	Yes	No
Are you a Service Family (for example, a forces family)?	Yes	No
Preferred start date	☐ January after my child is 3 (birthday between 01 September and 31 December)	☐ September after my child is 3
Hours required (**if available)	☐ 15 hours	☐ 30 hours**

*if applicable

About you				
	Parent 1		Parent 2	
Name				
Relationship to child				
Parental responsibility	yes	no	yes	no
Address if different to overleaf				
Contact telephone number				
Email address				
Date of birth				
National Insurance number				
Correspondence	☐ parent 1 only		☐ parent 2 only	
	☐ both parents in separate communication		☐ both parents in joint communication	

Your child's 30 hour code*	

We ask for your date of birth and National Insurance number as we routinely check to see if your child is eligible for Early Years Pupil Premium funding.

Please inform us if there are any **changes** to the information that you have provided on this form.

Signed	
Date	

For school use only

Date received	
Cohort	

*if applicable