



# **Nursery Admissions Policy**

**Full Governing Body Review Date:**

Tuesday 7<sup>th</sup> July 2026

## INTRODUCTION

Throston Primary School is responsible for admissions into Nursery and follows the guidance used for whole school admissions as determined by the local authority, as appropriate to the school's needs. The local authority has sole responsibility for admissions into Reception. For further guidance on whole school admissions please see the local authority guidance located at:

[https://www.hartlepool.gov.uk/info/20014/schools\\_and\\_learning/314/school\\_admissions\\_and\\_transfers](https://www.hartlepool.gov.uk/info/20014/schools_and_learning/314/school_admissions_and_transfers)

## ORGANISATION OF NURSERY

Nursery have 78 places available resulting in 39 places for a morning session and 39 places for an afternoon session. There is one fulltime qualified teacher and at least two teaching assistants with an appropriate early years qualification (Level 3+). All children are assigned a key worker within nursery. There are 13 children per key worker group. As of September 2010 Throston began to offer flexible nursery places as part of a child's Flexible Nursery Entitlement (FNE).

## ALLOCATION OF PLACES

Parents are able to request that their child is placed on the nursery waiting list from birth. Details about the child are taken and stored electronically. Parents are reminded from the initial contact with the school of the admissions criteria that is used to allocate places. Admission criteria are only applied if there is concern about nursery children not being able to continue their education at Throston Primary. Nursery admission criteria reflects criteria used by the local authority.

A nursery child will be eligible to start nursery after their third birthday. This is despite the school only receiving funding the term after a child's third birthday. Prior to the start of a new academic year, the nursery teacher looks at numbers on the waiting list and begins to allocate places for the following year. All parents with children in that particular year group/cohort are informed whether or not their child has been allocated a place for the next academic year. If a place has not been allocated parents have the right to withdraw their name from the waiting list or remain on the list in case a place becomes available later in the year.

***The school aims to ensure parents/carers are informed one term in advance of their child's start date.***

## ADMITTANCE TO NURSERY

Once a child has been allocated a place into nursery, parents/carers will receive a letter detailing information about an induction visit and start date. At the induction visit parents have the opportunity with their child to meet all staff within the Early Years Team, the head teacher and deputy head teacher. Parents/carers receive a welcome pack which contains the Early Years handbook and key information about the school. The child and parent/carer have the opportunity to spend some quality time getting to know the child's key worker. At the induction meeting the start date is reconfirmed. Throston appreciate that starting nursery can be an unsettling time and staff are more than happy to work with parents/carers to ensure that a child's transition to nursery is as smooth as possible. Parents/carers are invited to make an appointment to visit the setting again prior to their start date, to view the 'working environment', on as many occasions as they like to help the transition of their child into nursery. **Parents**

will be made aware that admittance to nursery does not guarantee a place in reception.

## **FLEXIBLE NURSERY ENTITLEMENT**

As of September 2010 Throston started to offer a limited number of flexible nursery places, which has subsequently been increased due to parental circumstances. Parents are asked when they initially put their child onto the waiting list if they have a preference for a particular session or day. Prior to the new academic year, preferences for sessions are considered alongside allocation. Parents receive a letter prior to the academic year asking for a final preference. Flexible places are allocated according to requests and staffing considerations. The number of children accessing flexible places has recently been increased to meet parental demand while continuing to manage the timetable and ensure the best educational provision. At present school has 52 flexible places (26 at the start of the week, and 26 at the end of the week) whereby the children either attend all day Monday, all day Tuesday and Wednesday morning or Wednesday afternoon and all day Thursday and all day Friday. Children receiving a flexible place stay for lunch on the days when they are receiving full day allocation. Parents are asked that on these days children bring a packed lunch. Lunch is eaten within the Early Years Area and is supervised by a minimum of three lunchtime supervisors employed purely for the nursery children, one of which holds a level three qualification. After lunch has been eaten the children can access activities planned and provided for in the Early Years indoor or outdoor environment. Lunchtime is not included within the hours allocated for flexible nursery provision. Parent's will be made aware that if they choose to not send their child into nursery for the full 15 hours, Throston will still need to claim for those 15 hours, as the space as been allocated to them, and cannot be filled by another child.

## **30 HOURS ENTITLEMENT**

As from September 2017, Throston was amongst the Early Years 30 hours providers. Following meetings with parents, it was decided for additional hours to be accessed through breakfast club and after school club. These additional hours are to be reviewed every half-term, at which point they may be revised or removed if we are no longer able to accommodate them. This provision may alter to address the developing needs of parents. Eligible parents and carers must provide a code to the school. Eligibility can be checked via the following website:

<https://www.gov.uk/30-hours-free-childcare>

## **WRAPAROUND CARE**

Throston operates a breakfast club and after school club within the main school facilities which nursery children are eligible to attend. All session must be paid for in advance using the 'schoolmoney' online portal.

<https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney&source=website&version=20190314>

Numbers are limited so parents are advised to book in advance to avoid disappointment.

Breakfast club runs 7:45am to 8.45am. After school club runs 3.15pm (3.30pm for nursery children) to 6:00pm.

The ratio for under 8's is set at 1 adult to 8 children in line with statutory requirements. All staff have

appropriate qualifications.

For further information regarding wraparound care please refer to:

<https://www.throston.school.org.uk/compliments-and-complaints/>

## **NURSERY SESSION TIMES**

‘Morning’ Nursery: 8.45am to 11.45am

Lunch: 11.45am to 12:30pm

‘Afternoon’ Nursery: 12.30pm to 3.30pm

## **COMPLAINTS**

Parents/carers wishing to make a complaint about allocation of places may do so by following the complaint procedures outlined in the online school prospectus.