



Nursery Admission Policy

1 Introduction

- 1.1 Barnard Grove Primary School has a 26-place nursery, providing for the pre-school needs of up to 52 children.
- 1.2 Children are entitled to 15 hours per week. However, where there is space, 30 hours per week places can be allocated (if parents/carers have the required code).
- 1.3 Places at Barnard Grove are offered 'flexibly', with parents/carers choosing between:
 - Option A – All day Monday, all day Tuesday and Wednesday morning
 - Option B – Wednesday afternoon, all day Thursday and all day Friday
 - Option C – All mornings
 - Option D – All afternoons

2 Admissions (Local Authority Information)

- 2.1 Children are admitted to nursery at the beginning of the term after their third birthday if there is space available and parents/carers wish it.
- 2.2 In some nurseries, however, the demand for places is high and children may have to wait one or two terms until a place becomes available.

3 Nursery Applications

- 3.1 An application for nursery can be made by filling in the Nursery Application Form, available from the School Office or the school's website.
- 3.2 On receipt of the completed Nursery Application Form, children are placed on the school's electronic copy of the nursery waiting list.
- 3.3 **Please note: children are placed on the nursery waiting list in date of birth order, starting with the oldest children first, not according to the date the application is received.**
- 3.4 Parents are advised to place their child's name on waiting lists at other schools/settings, in addition to their application for this school, to ensure they have a second option if a place is not available at Barnard Grove.
- 3.5 Places in nursery are allocated in accordance with the current Local Authority Admissions Policy.



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3.6 Where there are insufficient places available to meet demand, the following criteria is used (linked to 3.5 above):

In the first instance, places will be awarded to those pupils with a statement of special educational needs where the school is named in the statement. The remaining places will be awarded in the following priority order:

- *those children who are looked after children and previously looked after children (previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order);*
- *those children who have brothers or sisters who will be attending the school in the September in which the child starts Nursery;*
- *those children who live in the school's admission zone;*
- *those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;*
- *those children who live closest to the school as determined by a 'straight line' distance measurement; from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school.*

3.7 Short listing for nursery applications takes place after the Easter break, with parents/carers contacted by letter to confirm that they still require a place for their child.

3.8 When parents/carers have confirmed they still require a place for their child, Flexible Nursery Entitlement letters are sent out, requesting parents/carers choose a first and second choice from the options described in 1.3 above.

3.9 Timings for visiting nursery, as well as confirmed start dates, are then sent to parents/carers.



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4 Admission to Reception

- 4.1 Parents/carers need to be aware that having a nursery place does not guarantee a place in the 'main' school, even if the child has an older sibling already attending Barnard Grove. **All places in school have to be applied for in the academic year prior to starting school. This is done through an application process outlined on the Hartlepool Borough Council website.**
- 4.2 A child who attends Barnard Grove's Nursery is not at an advantage in gaining a school place. Likewise, a child who does not attend Barnard Grove's Nursery is not at a disadvantage in gaining a school place.
- 4.3 Children start in Reception in the September of the academic year in which they are 5. Application forms will be issued by the admissions team at Hartlepool Borough Council.
- 4.4 We will provide Hartlepool Borough Council with a list of children on our waiting list or currently attending our nursery. However, it is each parents'/carers' responsibility to ensure they have received and completed an application pack.

5 More Information

- 5.1 Should you require any further information about admissions, both into Nursery and Reception, please speak to a member of the school's office staff.

Policy Reviewed: Monday 14th September 2026

Review Date: When Required