



Portobello Primary School Nursery Admissions Policy

Admission Policy for free nursery entitlement for three and four-year-olds for the 2026/27 academic year.

NB: Application dates for September 27 can be found page 4.

All children are entitled to 15 hours of free provision provided over 38 weeks (universal entitlement). Where a parent or carer chooses to take up fewer than 15 hours or chooses to split their entitlement with another provider the criteria will be applied regardless.

From September 2017 some children are entitled to an additional 15 hours (extended entitlement).

In this school nursery class, we offer the following patterns of provision:

5 morning sessions – 8.45am – 11.45am
5 afternoon sessions – 12.15pm – 3.15pm
2½ days – Monday & Tuesday all day & Wednesday morning
2½ days - Wednesday morning all day Thursday & Friday
30 hours Monday – Friday 8.45am – 3.15pm

Admission criteria

All children, subject to the availability of places, will normally be admitted to the nursery class no earlier than after their third birthday.

However, we may need to delay your child's start beyond the relevant term in circumstances where, in agreement with the parent or carer, we can enable your child to be successfully integrated with others and get used to school life. This is decided in consultation with the Head Teacher. Your child may not receive their full free entitlement in these circumstances.

Oversubscription Criteria

If there are not enough places available for all applicants, we will apply the following criteria which are ranked in priority order:

Children who will become four years of age during the 2026/27 academic year and could benefit from three terms of nursery education. These children will be four between 1st September 2026 and 31st August 2027.

The allocation of places within this group of children will then be based on priorities 1-7 listed below.

1. Looked after Children (children in public care and as deemed under Section 22 of the Children Act 1989)
2. Children who will access their full universal entitlement within this nursery (15 hours)
3. Children who live in the school's catchment area
4. Children who live in Gateshead and who will have a brother or sister at the school during the coming academic year
5. Children who have exceptional medical or social grounds (see Point a below)
6. Other children who live in Gateshead
7. Children who live outside Gateshead, but only if places are otherwise likely to remain available during the academic year

If there are not enough applicants within this older group of children to fill all available places, then we will next consider those younger children who will reach the age of three during the academic year 2026/27.

Priority will then be given to these children who will become three during the Autumn term, then the spring term and then the summer term. Within each term the allocation of places is based on priorities 1 to 7 listed above.



Places can only be offered to these younger children if we can confirm that a place is not needed for a child who will become four years of age during the 2026/27 academic year.

Point A.

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds, you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if your child were to travel to attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. This evidence will be assessed by a panel of Governors and the Head Teacher. No assumption should be made that submission of the relevant evidence will be sufficient to allocate a place.

Tie Breaker

If within any of the above priorities, there are more applicants than places available then priority will be given to those children based on the distance they live from the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school. Children living nearest the school will have priority.

Allocation of places

Parents/carers are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated in order of distance they live from the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school, starting from the nearest.

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

Waiting list

If places, then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the Head Teacher from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

Closing Date

To apply for a place in our nursery class for September 2027 you must complete and return your application form to the Head Teacher by **31st July 2026**.

To apply for a place starting January 2027, you must apply by 30th November 2026
To apply for a place starting April 2027 (after Easter) you must apply by 31st January 2027

To apply for a place in our nursery class for **September 2027**, you must complete and return your application form to the Head Teacher of your chosen first preference school by **31st January 2027**.

Allocation of places will be made based on information received by the closing date.

**Additional Charges to be paid weekly:**

Children attending 30 hours/full days additional charge of £2 will be made to cover lunchtime period.
Children attending 30 hours/full days additional charge of £3.10 will be made for a school dinner as per our dinner money policy. <https://www.portobelloprimaryschool.co.uk/policies>
(NB: parents/carers can also opt to send in a home packed lunch for children attending full days)
Daily Juice/snack charge £1 a day.

Breakfast Club

Breakfast club is available Monday to Friday, opening 07:45am, daily charge £3.00 please see website for details: https://www.portobelloprimaryschool.co.uk/breakfast_club
Childcare vouchers can be used to support the cost of breakfast club too.

Items to be supplied by parents daily:

Nappies, wipes and nappy bags should they be necessary.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child, then you may register a complaint with the Governing Body. Please do so in writing: FAO Governing Body of Portobello Primary School & Nursery.

Admission into Reception

Obtaining a place in our school Nursery class does not guarantee your child a place in our school for entry to Reception class. There is a different admission criterion that applies for admission to infant and primary school entry. You must apply again in the September before your child's 4th birthday for admission to an infant or primary school.

Review

This policy will be reviewed annually by the Governing Body.

Policy Date:	3 rd July 2026
Next Review Date:	3 rd July 2027
Approved by the Full Governing Board on	3 rd July 2026