

Greenside Primary School

Admission Policy for Free Nursery Entitlement for Three and Four Year Olds 2026-27 Academic Year

Greenside Primary School offers high quality teacher-led nursery provision. Our nursery children follow a curriculum that welcomes them into school life and prepares them for the next stage of their learning in Reception and beyond.

Children can access our teacher-led early education from the term after their third birthday.

All children are entitled to 15 hours of free provision provided over 38 weeks (school term time only). In addition, we offer a further 15 hours of free early education to working parents who meet the criteria set by the government.

We have a 52-place nursery and can accommodate up to 26 children in our morning sessions and up to 26 children in our afternoon sessions.

Patterns of Provision

If your child is entitled to **15-hour provision**, we offer the following patterns:

- **Mornings only:** Monday to Friday, 8:55am – 11:55am
- **Two and a half days:** either Monday and Tuesday 8:55am – 2:55pm plus Wednesday morning 8:55am – 11:55am **or** Wednesday and Thursday 8:55am – 2:55pm plus Friday morning 8:55am – 11:55am.

If your child is entitled to **30-hour provision**, we offer Monday to Friday 8:55am – 2:55pm.

Children staying for full days can pay for a school lunch or can bring a packed lunch. Children may be eligible for free school meals, and these can be applied for via Gateshead Council.

You must state on your application form which sessions you would prefer to access.

Our nursery is part of our school learning environment, not a child-care setting, and we are funded to deliver provision across the core school day in term time. This means we are not able to offer stretched provision and children are expected to attend their full 15- or 30-hour entitlement.

Wrap Around Childcare

Once children are settled into their usual nursery pattern, parents can book and pay for spaces in our wrap around childcare if needed. Funded hours cannot be used to pay for this provision. Please note the information below details the current wrap around costs and hours. They are reviewed on an annual basis and any changes will be communicated before your child joins us.

Breakfast Club runs five days a week starting at 7:30am (£8 per session) or from 8:00am (£4 per session).

We offer a half hour Nursery Club bridging session from 2:55 – 3:25pm at a cost of £2 for parents who want to align nursery pick up with pick up for other children at the end of the school day, or for those parents who want their child to go on to our after-school session.

After school club runs from 3:25pm to 4:15pm (£3 per session), to 5:15pm (£7 per session) and to 6:00pm (£11 per session).

(Please note these prices and times relate to the academic year 2025-26 and could be subject to adjustment in 2026-27).

Paid Places

Extended 30-hour places will be prioritised for eligible parents but, if any places are available after eligibility codes are submitted, non-eligible parents will be able to pay for the extended provision. The oversubscription criteria listed below will be used to allocate paid places if demand exceeds availability. There will be a charge of £15 per session (£75 per week). To retain the place, this charge must be paid weekly in advance whether the child attends or not. Non-payment will result in the extended place offer being withdrawn, although the child will still be able to access the funded 15-hour place.

If a child has started to access a 30-hour place but then ceases to be eligible, parents will be offered the opportunity to continue to access this place as a paid place once the grace period has expired.

Admission

Children become eligible for a funded place at the beginning of the term after their third birthday in line with the chart shown below.

Child born:	Eligibility from:	Earliest admission date:
1 April – 31 August 2023	1 September 2026	Start of autumn term September 2026
1 September – 31 December 2023	1 January 2027	Start of spring term January 2027
1 January – 31 March 2024	1 April 2027	Start of summer term April 2027

Children will normally be admitted to the school nursery class at the start of the term after they turn three. Where this is the case, parents and staff will work together to create a plan to help the child settle into the nursery. This may include delaying the child’s start to nursery, or a phased introduction to the setting. All plans will be agreed with the Headteacher.

Oversubscription Criteria

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

1. Children in public care (and as deemed under Section 22 of the Children Act 1989) including a child who was previously ‘looked after’ but immediately after being ‘looked after’ became subject to an adoption, residence or special guardianship order).
2. Children with an education health care plan where the nursery class is named in the plan.

3. Children who will become four years of age during the 2025-26 academic year and would only have the opportunity to benefit from three terms of nursery education. These children will be four between 1 September 2025 and 31 August 2026.

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

1. Children who live in the school's catchment area (as defined by Gateshead Council) and who will have a brother or sister at the school during the coming academic year.
2. Other children who live in the school's catchment area.
3. Other children who will have a brother or sister at the school during the coming academic year.
4. Other children who have exceptional medical or social grounds.
5. Any other four-year-old using the criteria set out in the tiebreaker.

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 those children who will become three during the autumn term (applying priorities 1-5 above, where the term 4-year-old in priority 5 is replaced with 3-year-old) and then the spring term (applying priorities 1-5 above, where the term 4-year-old in priority 5 is replaced with 3-year-old)). Children who turn three in the summer term will not be eligible for a place until the following September.

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.

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.

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.

Closing Date

To apply for a place in our nursery class for September 2026 or subsequent terms in the 2026-27 academic year, you must complete and return your application form to the Headteacher by **15th January 2026**.

Allocation of places

Allocation of places will be made on the basis of information received by the closing date and parents will be informed of the outcome of their application by the end of the spring term 2026.

Parents / carers are asked to indicate the pattern of attendance that they would prefer on the application form. In the event of any pattern of attendance being oversubscribed, places will be allocated in order of age, starting first with the oldest child until all places in that pattern of attendance are filled.

Late Applications

Applications received after the 15th January 2026 will be considered for any spaces remaining once the initial offers have been made. If all spaces have been allocated, children will be added to the waiting list.

Waiting List

If places become available, we will consider all the applications on the waiting list. The waiting list will be maintained by the Headteacher 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.

Appeals

In the event that an application is unsuccessful, parents have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

Those making an appeal will receive at least 10 school days' notice of their appeal hearing and there will be five school days for parents to submit additional evidence, for admission authorities to submit evidence and for the clerk to send appeal papers to the panel and parties.

The decision of the appeal panel is final and decision letters will be sent within 5 school days of the hearing.

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 using the normal complaints procedure which can be accessed via the school office or on our website www.greensideprimary.org

Review

This policy will be reviewed annually by the governing body.

Policy date

Reviewed: July 2025

Next review: July 2026

Eligibility for 30 hours free early education or childcare

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work
- on sick leave or annual leave,
- on shared parental, maternity, paternity or adoption leave

If you are not currently working, you may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance, Limited Capacity for Work Benefit or contribution-based Employment and Support Allowance.

Your income

You and your partner (if you have one) must each expect to earn at least:

- the National Minimum Wage or Living Wage for 16 hours a week on average

This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- your child doesn't usually live with you
- the child is your foster child
- either you or your partner has a taxable income over £100,000

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.