

Broomhill Primary School



Admissions (Nursery Places) Policy

Approved by:	Mr. Craig Priday	Date: 4th September 2025
Last reviewed on:	1 st September 2026	
Next review due by:	1 st September 2027	

The Northumberland County Council Schools Admissions Policy states that:

Individual Governing Bodies set the Admission Policy for the nursery class attached to their own school. The criteria should reflect available nursery provision within the wider community and not just the school's catchment area. There is an expectation that any child attending a nursery class should remain in that setting until transfer to a reception class.

All children have an entitlement to 15 hours per week free early years education for 38 weeks a year from the beginning of the term following their third birthday.

Some children from eligible working families are entitled to an additional 15 hours of free childcare. This entitlement can be accessed flexibly across a range of providers with Local Authority maintained nurseries offering all or some of the free entitlement.

Broomhill Primary School can provide up to 30 hours of early education.

This is the nursery policy set out by the governors of Broomhill Primary School for admission into our maintained nursery provision.

Owlets (2-year-old provision)

- 2-year-olds can join the term after they turn 2.
- They will be in the same area as the Owls Nursery/reception class.
- Their learning and development is led by a qualified class teacher, and supported by a teaching assistant.
- Not all 2-year-olds are eligible for the 15 hours funded entitlement. Check here: [Free Childcare for Working Parents: Check if you're eligible - GOV.UK](#)
- We do offer paid-for places at the same cost as our nursery sessions, outlined below.
- We provide 5 places in our Owlets provision.
- Please contact the school office manager at schooladmin@broomhillschool.co.uk for an application form.
- Please note, our Owlets provision is term time only.

Owls Nursery (3-year-olds onwards)

- Our nursery children can join the morning session (8:45 – 11.45am) and/or the afternoon session (11.45 – 2.45pm). There is also the option (detailed below) of staying until 3.15pm.
- The admission number at Broomhill Primary School allows up to the equivalent of 15 full time places or 30 part time places (or a combination of both with most children taking up 15 hours and some entitled to 30 hours).
- Parents should contact the school as soon as possible after the child's 2nd birthday and complete an application form.
- The school will record the date the application is received.
- If your child's 3rd birthday is **1st September – 31st December** > children can start nursery on or after 1st January.
- If your child's 3rd birthday is **1st April – 31st August** > children can start nursery on or after 1st September that year.
- If your child's 3rd Birthday is **1st January – 31st March** > children can start nursery on or after 1st April that year.
- Subject to availability, the school is able to offer full-time (30 hour) places in the nursery for children entitled to additional government funding.
- Additional sessions may be opened to current nursery children at a cost of £12 per 3-hour session on a first-come-first-served basis. If you would like your child to stay until 3.15pm (which is the end of the school day for other year groups) the additional half an hour cost is £2.
- Priority each term will be given to those children entitled to the 30 hours funding before paid sessions are allocated.
- Availability of paid sessions will be reviewed on a termly basis.

- Securing a place at nursery does not necessarily secure a place or give greater entitlement to a place in the Reception class.
- Application for Reception places must follow Northumberland County Council's Procedure.
- Please contact the school office manager at schooladmin@broomhillschool.co.uk for an application form.

If the nursery is oversubscribed the following criteria, in order, will be used to allocate places.

1. Looked After Children
2. Children with an Education and Health Care Plan (EHCP) naming Broomhill Primary School as the appropriate provision to meet the child's needs.
3. Children who have a sibling living at the same address and who will still be attending Broomhill Primary School at the time of entry.
4. Children who have attended Broomhill Primary School's 2-year-old provision.
5. Proximity to the school with those living nearest being admitted first (distances will be measured using a straight line between school and home)
6. Chronological order of dates of birth with the oldest being admitted first.

Priority for allocating 30-hour places will be based on the following criteria in order (applied on the date that parents are notified):

1. Looked After Children
2. Children with an Education and Health Care Plan (EHCP) naming Broomhill Primary School as the appropriate provision to meet the child's needs.
3. Children with confirmed 30-hour funding currently attending nursery who we were not able to offer a place to in the previous term – with the oldest of these children taking priority.
4. Children with confirmed 30-hour funding who will attend nursery for the full 5 day/30 hour allocation - with the oldest of these children taking priority.
5. Children with confirmed 30 hours funding who will only attend for a part of their 30 hour allocation - with the oldest of these children taking priority.

ALTHOUGH WE WILL DO OUR BEST TO ACCOMMODATE PREFERENCES, WE ARE UNABLE TO GUARANTEE WHETHER YOUR CHILD IS ALLOCATED A MORNING OR AFTERNOON NURSERY SESSION.

Where additional places for am/pm become available, priority of choice will be given in descending order of the child's age.

NB: We would like to make clear that parents eligible to 30 hours MUST reconfirm 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. In these circumstances we will contact you about the end of your free extended entitlement place. 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.

THIS POLICY IS AVAILABLE IN LARGE PRINT ON REQUEST