

NURSERY ADMISSION POLICY



At St James Catholic Primary School, we have 26 full-time Nursery places available for 3 and 4-year olds. Nursery places will be available for those eligible for a September start, however if spaces are available for January and April, we can admit children from the term after they turn 3 years old.

15 or 30 hours provision

We offer 15 or 30 hours nursery provision according to eligibility. You can check which hours you are entitled to here: [Get childcare: step by step - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-childcare-step-by-step)

If you would like to apply for a place for your child in our nursery class, please complete and return the application form which can be found at the end of this document or on our website at www.stjameshebburn.co.uk

Oversubscription Criteria

If there are more applications than places available, Nursery places will be allocated using the oversubscription criteria set out below, in order:

1. Catholic Children with siblings attending St James and Catholic Children of Current Staff

Priority will be given to Catholic children who have an older sibling attending the school or Catholic children of current members of staff.

2. Catholic Children (as evidenced by a baptism certificate)

Catholic children who have a baptism certificate, which can be evidenced.

3. Children with siblings attending St James and Children of Current Staff

Children who will have an older sibling attending the school or children of current members of staff.

4. Children in Need

The Children Act 1989 defines a 'child in need' as:

He/she is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by the Local Authority under Part 3 of the Act.

His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services.

He/she is disabled. In addition, Durham County Council has determined that children of families where English is not the main language of the family will be considered under this criterion.

5. Age

The offer of a place will be prioritised according to date of birth. The earliest date your child can be accepted for Nursery is at the age of 3 -the term after their third birthday. Where applicants have the same date of birth, priority will be given to the earliest date of application.

6. Children living within the parish of St Aloysius and St James

Places will be given to children whose parents live within the parish boundaries.

7. Children Living in Other Authorities

Although there are no catchment areas for places, preference will be given to children whose parents live within South Tyneside Borough Council or parish boundaries administrative area.

Waiting List

As a school, we operate a waiting list for Nursery admissions and parents can apply for his or her child's name to be placed on our Nursery list at any time by completing our Nursery Application form. Children are normally admitted to Nursery in the September after their third birthday, unless places are available in Nursery for children to start the term after their third birthday.

Applications for places for **September should be received by the last day in April, at which point the Nursery admission list will be closed.**

The process of allocating places will then begin using the criteria outlined above. **Any applications received after this date, will still be added to the list but will only be offered a place if applications have not exceeded the places available.** We will then send out offer emails to confirm the offer of a Nursery place and, at this point, parents will be able to select their preferred offer of attendance within the provision. Parents have one week to accept the offer of a Nursery place; however, session options will be allocated on a first come first served basis. If there are fewer applications than the number of places, we will continue to offer Nursery places until full. This may include offering places throughout the academic year to children who are eligible

Appeals

Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child. However, if you feel that the admissions criteria stated above has not been fairly applied to your child, then you may register a complaint using the normal complaints procedure.

People who wish to submit a complaint against an admissions decision should refer to the Complaints Policy, which is available from the School's website

Admission to the Nursery does not guarantee admission to Reception- you will still need to apply for a primary school place following the guidance from the local authority.

Parents who wish their child to attend St James Catholic primary school are welcome to visit the school for a tour and an initial discussion with the Head Teacher and Early Years Lead.

Phone: 0191 4832672

Email: info@stjameshebburn.co.uk

St. James Catholic Primary School

Nursery Application Form



Child's full name:	
Date of Birth:	Gender:
Home address:	Parent/Carer names:
	Parent/ Carer telephone number:
	Parent/Carer email address:
	Health Visitor name: Health Visitor contact number:
Names of siblings at St James:	
Medical Conditions:	
Is your child 'looked after' or has been previously 'looked after' by the council? If yes, please state which Council.	
Please indicate how many free hours you are entitled to: 15 hours ☐ 30 hours ☐ For further details please refer to https://www.gov.uk/get-childcare	
What would your preferred hours be based on your entitlement: 30 hours Monday to Friday ☐ 15 hours Mornings only ☐ 15 hours afternoons only ☐	
Funded places are available the term after your child has turned 3 years old. Please indicate when your child would be taking up the Nursery Place. September 2026 ☐ January 2027 ☐ April 2027 ☐	

Please note, proof of address and your child's birth certificate must be seen prior to a place being offered. (I.e. utility bill clearly showing above address as home address).

I understand that if I am offered a Nursery place for my child this does not automatically entitle my child to a school place at St. James Catholic Primary School.

Name of Parent/Carer completing the form:

Signature:

Date:

Relationship to child:

Office use only:

Application form received date:_____