

Whitley Lodge First School



Nursery Admissions Policy

Reviewed by Governors: December 2025

The next review date: September 2026

15 hours Universal offer

Applications for nursery places should be made directly to Whitley Lodge First School before the end of January/beginning of February preceding admission in September. Offers of place will be made by mid-February. (Exact dates are published in previous Autumn term).

The local authority is required to ensure that there is sufficient nursery provision within the borough for three-year-olds and four-year-olds, leading up to their statutory school starting age. In addition, and in accordance with the Education Act 1996, children with an Education Healthcare Plan are required to be admitted to the school named in the EHC plan.

The school's nursery admissions' total is 52 places (26 morning/26 afternoon). This consists of attending for all 5 morning sessions (8.45 – 11.45) or a minimum of 3 afternoon sessions (12.30 – 3.30) per week.

Whitley Lodge First School's oversubscription criteria for the universal offer which all children are eligible for (15 hours per week):

1. Looked after children in the care of the Authority or children with identified Special Educational Needs supported by the Authority.
2. Children already attending on universal funding (January starters).
3. Children in catchment with a sibling already attending our school.
4. Children in catchment.
5. Children outside of catchment with a sibling already attending our school.
6. Children outside of catchment.
7. Date of birth – oldest children allocated first.

Note: All criterion is prioritised to those living the shortest distance from school measured in a straight line

Multiple birth children will be considered independently from their family member/s, therefore if they cross the admissions' maximum, we will not be able to offer places to the sibling who is over the total admission number.

30 hours of nursery provision

Whitley Lodge First School will offer the universal 15 hours entitlement and the additional 15 hours of provision for those that meet the eligibility criteria as working parents. This consists of 5 morning sessions (8.45 – 11.45), lunch (11.45 – 12.30) and up to a maximum 4 afternoon sessions (12.30 – 3.30).

Parents/carers will need to check if they qualify online @ [Free Childcare for Working Parents: What you'll get - GOV.UK](#)

Oversubscription criteria for the working families entitlement, which some families will be eligible for (30 hours per week)

- The same as the current criteria for the universal offer (15 hours of nursery provision).

September Intake Waiting Lists

If there are no places available, parents can request to be placed on a waiting list of the names of applicants up to the start of the Autumn Term or ongoing.

Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received. Within each criterion their place is ordered by shortest distance to the school measured in a straight line, from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Local Authorities /Council's Geographical Information System (GIS), with those living closer to the school receiving higher priority.

If a place becomes available, it will be offered to the child at the top of the waiting list. This means a child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria stated above.

January Intake Waiting Lists

If places are available, school will offer these to pupils who have turned 3 years old between September and January. These children will complete 5 terms in the Nursery setting. Places will be offered using the same oversubscription criteria regarding of when the application was received.

There is no appeal procedure for parents refused a place in a nursery school/class but if parents feel that they have been unfairly treated then they can go through the Schools Complaints procedure through the Governing Body, a copy of this document can be found on our school's website.

A nursery place does not guarantee and a Reception class place. Admissions for Reception places are administered through [North Tyneside Council](#) and the application process will be open from September each year.