

## **Admissions Procedures and Important Admissions Information.**

Children are admitted into Nursery the September after they are three (or sooner if places are available).

Children admitted earlier into Nursery are not automatically guaranteed a Nursery place in the September following and will need to re-apply for their place.

Children are admitted into Reception in the September of the academic year in which they become five.

In the Summer Term opportunities are given for children to have a short stay in their new classroom and evening meetings are held to inform parents/carers of the school intake procedure, the Nursery / Reception curriculum, etc.

Any parents/carers considering Holywell Village First School as a school for their child are very welcome to meet with the Head Teacher any time by making an appointment through Mrs Reed the School Office Manager.

Holywell Village First School has a maximum intake per year of 30 children for Reception and 26 places for Nursery. Applications must be made directly to Northumberland County Council for Reception places and directly to the school for Nursery places.

Please register your interest in Nursery by contacting the school office or using the contact form on the school's website. Application forms for Nursery are circulated to interested parties near to the child's eligible start date.

Applications for Reception class places are made directly through Northumberland County Council's online portal which is accessible via their website: <https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>

Applications for any other year groups or mid-year admissions require an In Year Transfer Form available from Northumberland County Council via their website or by calling school admissions.

If you have any queries please contact the School Admissions Team, County Hall, Morpeth, NE61 2EF. Telephone (0845 6006400)

### **Reception Admissions Policy**

Should the number of applications for Reception exceed 30 the County Council will apply their own policy for prioritising applications. Information concerning the general arrangements and policy for school admissions in Northumberland is given separately in the Northumberland County Education Booklet, copies of which are available from Northumberland County Council via their website or by telephone (details above).

### **Nursery Admissions**

School has its own policy for the admission of children into the Nursery class should the class be over-subscribed:

Policy for Admission to Nursery; the criteria for prioritising applications are:

1. Children looked after and all who were previously looked after
2. Children adopted from care outside of England
3. Children living within the catchment area of the school and those on
4. Children with an exceptional social or medical reason that means that they can only attend that specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school).
5. Children resident in the greater catchment area of the school partnership who have a sibling\* already in the school who is expected to be on roll at the school at the time of admission. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date.
6. Children resident in the greater catchment area of the school partnership. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date.
7. Children who have a sibling\* who already attends the school and who is expected to be on roll at the school at the time of admission.
8. Children on whose behalf preferences are expressed on grounds other than any of those outlined above.

\* For the purpose of admissions siblings are deemed to be brothers and sisters, stepsiblings, foster siblings, adopted siblings and other children who reside permanently in the household and are treated as siblings