



ADMISSION TO COMMUNITY AND VOLUNTARY CONTROLLED NURSERY SCHOOLS AND UNITS

Priority will be given to children entitled to 15 hours per week and these places must be allocated first.

Places are allocated according to the criteria listed below:

Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangement, or special guardianship order*.

A looked after child is a child who is, at the time of making an application to a school,

(a) in the care of a local authority, or

(b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

An adoption order is an order under section 12 of the Adoption Act 1976 or section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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.

Children Transferring from One Nursery Setting to Another

Once a child has begun attending a particular nursery school/unit, it is usually in the child's best interest to remain at that nursery school/unit until they transfer to the next phase of their education. However, where parents move house, for example, it may be impractical to remain at the same setting. There may also be other exceptional reasons as to why a transfer from one Maintained Nursery School or Unit to another would be appropriate, but this would be rare and subject to the agreement of the school following guidance from the Local Authority. Where possible nursery schools will aim to provide for children who have already started Early Years Provision.

Allocation of nursery places

Children can access a nursery place at Rosemary Lane Nursery school from two years with a valid code.

Parents can access a code for either a:

1. 15hour play and learn place or
2. 30hour working parent place

Parents must apply online for their code. The code and details of the parent who has applied for it will need to be shared with the school office. The school will complete a validation check on the code to be able to offer a nursery place.

Children who are eligible, are admitted the term after their second birthday. If all available two year old spaces are filled, families may choose to be placed on a waiting list and will be notified if a place becomes available.

All children can access a nursery place from the term after they turn three.

This will consist of 15hours of universal entitlement.

Children with working parents can access an additional 15hours, to give them a 30hour nursery place.

To be eligible for 30hours parents must apply online for their code. The code and details of the parent who has applied for it will need to be shared with the school office. The school will complete a validation check on the code to be able to offer a nursery place.

Children who are eligible are admitted the term after their third birthday. If all available three year old spaces are filled, families may choose to be placed on a waiting list and will be notified if a place becomes available.

30 hours oversubscription

If there are more places available than applications, all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once all places have been allocated, further applications will be included on a waiting list and places will be allocated in accordance with the 30 hours oversubscription criteria.

If there are more applications than places the 30 hours oversubscription criteria will be applied as follows.

30 Hours oversubscription criteria:

Places will be allocated on a "first come, first served" basis on receipt of a verified code.

Age

The offer of a place will be prioritised according to date of birth. Normally, the earliest date your child can be accepted for Early Years Provision is the term after the child's 2nd birthday. Where applicants have the same date of birth, priority will be given to the earliest date of application.

Those children who are only entitled to the universal entitlement of 15 hours free early education per week

Those children who are not eligible for the extended 30 hours offer should be offered the 15 hours universal entitlement for a minimum of three terms before they are due to enter a full time school place in the Reception year. Maintained nurseries should plan for this provision to ensure those who are only entitled to 15 hours are offered a place.

Children Living in Other Authorities

Although there are no catchment areas for places, preference will be given to children whose parents live within County Durham's administrative area. Only when all children living within the boundary of County Durham have been allocated a place, may a child living in a neighbouring area be offered a place.

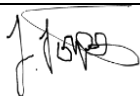
Deferral of a place to Reception

Maintained Nursery Schools (MNS) and units educate children from 2 – 4 years old. If a child's needs require a specialist setting for when they move on to school, the MSN will work with the family and professionals involved in the child's care to gather evidence to request an Educational Health and Care Plan (EHCP). An EHCP does not guarantee a place in a specialist school.

If there are no available spaces in a specialist school, parents/carers will be offered a place in a mainstream Reception class. Parents/carers must either accept or decline the offer for the place.

This MSN does not accept requests to defer a child's Reception place due to the unavailability of a specialist school placement and/or to spend an additional year in Nursery provision for a mainstream school to prepare their place. A child with an EHCP will have a SEND caseworker. A child with a high level of need will have Early Years support transition funding in place on transfer to Primary School. Parents/carers should work with the relevant local authority personnel and /or Primary School SENCo to explore suitable options. Durham SENDIASS can support with an appeal process.

Ratified by the LTA committee: Autumn term 2026

Head Teacher : Jill Jones	Chair of Learning, Teaching and Achievement: Robert Adcock-Forster
Signed: 	Signed: R. Adcock-Forster
Date: September 2026	Date: September 2026

