



Southridge First School

Admissions Policy

for September 2027 admission

This policy was reviewed and approved by FGB: Summer 2026

Review Date: Summer 2027

Admissions Policy for Reception to Year 4

Southridge First School is a Local Authority Community School and as such, the LA is the Admissions Authority.

North Tyneside operates a Coordinated Admissions Scheme. The Scheme is made by North Tyneside Council under the Education Regulations 2002 and complies with the changes introduced in the new School Admissions Code 2009 which reflects new legislation laid out in the Education and Inspections Bill 2006.

Please see the North Tyneside Essential Guide for full details.

Southridge First School Admission Arrangements

- Southridge is a non selective First School catering for children from Reception to Y4 (age 4 – 9 years). We currently have two form entry with a standard admission number of 300 (60 per year group) plus a 52 place (based on part-time only) Nursery for children aged 3.
- A senior member of staff will be pleased to show prospective parents around the school. Prospective parents are invited to visit by arrangement.
- **As an LA school we operate in accordance with North Tyneside's Admission Policy and Procedures. Details of these are given in the Local Authority 'The Essential Guide to North Tyneside Schools.'**
- If your child is in our school Nursery in September we will pass on details of how to apply on-line for the following September Reception entry. If they do not attend our Nursery please see details of how to apply for a Reception place on the North Tyneside Council website. Places are offered by the LA, in the Spring Term.
- All parents of Reception class entrants are invited to an Open Evening in the Summer Term to meet the staff, discuss routines, systems and order uniforms etc.
- Arrangements are made for the children to spend a visit in the Summer Term with their new teacher in order to become familiar with the building and all the staff.
- Children are admitted to the Reception classes in September of the school year (1st September – 31st August) in which they will have their fifth birthday. A staggered intake system is in operation. All children start school during the first week of the Autumn term, but attend on a part time basis for 1 week and attend full time in the second week.
- Children admitted 'in year' will be invited to attend a familiarisation session prior to their planned admission date. Where appropriate, children will be allocated a Year 4 'buddy' to help them make a smooth transition to Southridge First School.

Admissions Policy for Southridge Nursery Classes

Introduction

Applications for nursery places should be made directly to the school before the end of January preceding admission in September. Offers of place will be made as soon as possible after this date.

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.

- Southridge First School has a 52 part-time place Nursery for children aged 3.
- ~~As an LA school we operate in accordance with North Tyneside's Admission Policy and Procedures for Nursery classes. Details of these are given in the Local Authority 'The Essential Guide to North Tyneside Schools.'~~
- Interested parents are asked to register their child's name and date of birth, by completing an application form with the school the year before entry or earlier.
- The timing of allocated places is done in line with the timeframe agreed with the Whitley Bay Partnership of Schools. This usually means that parents receive notification of whether or not their application has been successful, after February half term of the planned admission year.
- All parents of Nursery class entrants are invited to an Open Evening in the Summer Term to meet the staff, discuss routines and systems etc.
- Arrangements are made for the children to visit in the Summer Term in order to become familiar with the building and all the staff.
- Children are admitted to the Nursery classes in September of the school year (1st September – 31st August) in which they will have their fourth birthday. A staggered intake system is in operation. All children start Nursery during the first week of the Autumn term for one session and then the following week attend every day.
- Children admitted 'in year' will be invited to attend a familiarisation session prior to their planned admission date.
- It should be noted that places in our Nursery are on a part- time basis (5 mornings **OR** 5 afternoon sessions per week) and this will be the maximum amount of funding allocated.
- **Children are expected to attend at least one session each day of the week.**
- Parents are required to provide proof of address and proof of their child's date of birth.
- One nursery session is based on a maximum of 3 hours in length.
- It should also be noted that attendance at a nursery class **does not** guarantee a place in reception class at Southridge First School.

Oversubscription Criteria for Nursery Classes

Where demand for places exceeds the number of places available the following admission arrangements are used to decide which children can be admitted to Nursery:

In accordance with the Education Act 1996, children with an Education Healthcare Plan are required to be admitted to the school named in the statement. **Thereafter the following oversubscription criteria will apply.**

Oversubscription criteria for the universal offer which all children are eligible for (15 hours per week)

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. See Note 1 below.
2. Children who live within the catchment area of the nursery school/class (children in this category with a sibling link who will be attending the school in September 2027 will be given priority).
3. Sibling link to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the nursery school/class in September 2027.
4. Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the nursery school/class using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) system.

The school will prioritise full time nursery places for families who are eligible for 30 hours of nursery provision through the working families entitlement, ONLY once all 15 hour places have been allocated.

N.B The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

The school's nursery admissions' total is 52 places. 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.

NOTE 1

A looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An adoption order is an order made under section 46 of the Adoption and Children Act 2002

A residence order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989

30 hours of nursery provision

From September 2017, many working parents became entitled to 15 *additional* funded hours; however, this is subject to eligibility criteria which apply at the time of the application. Parents will need to check their eligibility for additional provision. The criteria are available on the [Childcare Choices](#) website.

Choose one of the options in the boxes and delete others

Option 1	The school will offer the universal 15 hours entitlement and the additional 15 hours of provision for working parents. If our 30 hour offer becomes full, but universal 15 hours entitlement remains, we will move to Option 2.
Option 2 (Only once Option 1 is exhausted)	The school will offer the universal 15 hours entitlement and will work with the childcare setting Kids Planet to support parents to build their 30 hours of provision package.
Option 3	The school will offer the universal 15 hours entitlement and will signpost parents to other local childcare settings in order that they can build their own childcare package.

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

Select the school's relevant criteria and insert below

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

OR

~~A different ordering of the criteria for the universal offer (15 hours of nursery provision).~~

OR

Additional school chosen criteria; such as the age of children.

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. See Note 1 above.

2. The highest number of sessions (beyond the universal 15 hours) that the children will be accessing from their 30 hour entitlement at Southridge Nursery.

3. Children who live within the catchment area of the nursery school/class (children in this category with a sibling link who will be attending the school in September 2027 will be given priority).

4. Sibling link to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the nursery school/ class in September 2027.

5. Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the nursery school/class using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) system.

~~The school will prioritise X nursery places for families who are eligible for 30 hours of nursery provision through the working families entitlement, once all 15 hour places have been allocated. (Amend or delete as necessary)~~

N.B The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

Waiting Lists

Where parents are refused a place we will keep 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.

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.

Monitoring and review

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the Local Admissions Team.

The policy will be reviewed every year, or earlier in the light of any changed circumstances.

Equality Impact Assessment

1. Name of the change, strategy, project or policy:		Admissions Policy	
2. Name of person completing this form:		F. Willcock	
3. Has the policy/practice been assessed to consider any negative impact on the key groups?			
Yes. This policy and procedure is based upon North Tyneside Local Authority's arrangements for the admission of pupils to First Schools, with personalised adaptations. The School will fulfil its obligations to equality by approaching all applications for school places cases in a fair and consistent manner and with regard to LA policy.			
4. Where negative impact has been identified, please complete questions 5-9, if none is identified, please sign and proceed to question 9.			
Equality Target Group (circle):	Negative impact – it could disadvantage	Reason	
Race	None		
Religion/belief	None		
Disability	None		
Gender	None		
Sexual Orientation	None		
Age	None		
5		Yes	No
Is the impact legal/lawful? Seek advice from your School link HR Advisor if necessary.		NA	NA
Is the impact intended?		NA	NA
6 Could you minimise or improve any negative impact? Use the space below to detail how.			
NA			
7 Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any adverse impact on equality?			
NA			
8. In light of all the information detailed in this form; what practical actions would you take to reduce or remove any adverse / negative impact?			
NA			

PART B) To be completed when assessment and consultation has been carried out

9a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action.				
9b) As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?				
The Governing Body receives information periodically from the Local Authority regarding any changes to Admissions Procedures. This policy will be kept under annual review.				
9) Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change?	Yes	☒	No	As described above