

Policy for Admissions



Introduction

This document was reviewed during the Autumn term 2025
This policy will next be reviewed in the Autumn term 2026

School Aims

Our Aims:

We want our children to **believe** in themselves, **achieve** and **succeed**

- To ensure all children have access to a broad, balanced and engaging national and locally relevant curriculum that fosters high expectations for all pupils.
- To provide a caring, secure and supportive environment where children can develop respect and belief in themselves, others and their surroundings and feel confident to express their individuality.
- To promote and inspire curiosity, resilience and independence within the children
- To value our community, the richness of other cultures and the world we live in
- To understand and promote the importance of being active and healthy

Admission to our Early Years Class

We currently have an Early Years class, consisting of Nursery and Reception age children.

Reception

Prior Park Primary School follows the admissions policy for Northumberland County Council.

Please see the current criteria for admissions at

<https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Document-store/School%20admissions/NCC-Admissions-Policy-Primary-2026-27.pdf>

- Admission to our reception year will be once a year on a full-time basis in September if your child is four by 31 August.
- We can admit up to 30 children to our reception year.

Full admission arrangements can be found on the Northumberland County Council Website at,

<https://beta.northumberland.gov.uk/education-skills/schools/school-admissions-places-appeals>

Applications for a reception place must be made via Northumberland county Council's online admissions portal.

[https://schadm.northumberland.gov.uk/CitizenPortal LIVE/en](https://schadm.northumberland.gov.uk/CitizenPortal_LIVE/en)

Address

For the purpose of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address who has parental responsibility for the child.

Nursery

We offer the following provision for 3 and 4 year olds in our Early Years class.

Universal entitlement - is for 15 hours per week for 38 weeks of the year. We offer 5 mornings per week.

Extended entitlement (30 hour provision) – allows parents to access a further 15 hours per week, should they meet the eligibility criteria.

We offer 8.50am until 2.50pm 5 days a week, term time only.

Where families are not eligible for 30 hour provision, additional afternoon sessions can be purchased for £10 per session.

Admission Criteria

- Admissions to our nursery provision will be three times a year on a part time basis.
- Children are eligible to attend the term after their third birthday.

Three Year Olds Born Between	Month of Part-time Admission	Term of Part-time Admission
1 st April-31 st August	September	Autumn
1 st Sept-31 st Dec	January	Spring
1 st Jan-31 st March	After Easter	Summer

- Our school offers a Pre-Start Programme which allows children to have a successful transition in to the nursery and helps children develop relationships with school staff and their peers. The programme consists of two sessions per week for 3 weeks.
- Application forms are available from the school office and once received are filed and recorded chronologically.
- Parents are informed, by letter if their child has a place in our nursery and are invited to attend our Prior Park Pre-Start Programme.
- A subsequent letter is sent out to parents confirming their child's starting date.
- Home visits may be made by our nursery staff prior to a child starting in nursery.
- Parents receive a nursery information booklet, either during a visit, or when the child begins nursery.
- Parents who are offered our extended entitlement will need to provide school with their 11 digit eligibility code and complete an additional application form.

Allocation of Places - Universal

If there are not enough places for all Nursery applicants, we will allocate places in line with Northumberland County Council's admission arrangements for Reception.

This can be located at

<https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Document-store/School%20admissions/NCC-Admissions-Policy-Primary-2026-27.pdf>

and

<https://beta.northumberland.gov.uk/education-skills/schools/school-admissions-places-appeals>

Address

For the purpose of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address who has parental responsibility for the child.

Moving Schools (in-year applications)

Parents must complete Northumberland County Council's online application form for any request for an in-year change of school.

https://online.northumberland.gov.uk/citizenportal/form.aspx?form=school_adm

More information can be found at

<https://beta.northumberland.gov.uk/education-skills/schools/school-admissions-places-appeals/moving-schools-year-applications>

Address

For the purpose of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address who has parental responsibility for the child.

Visiting our school

Visits to our school by prospective parents are very warmly welcomed.

Please contact the school office if you would like to visit, either by phoning 01289 306667 or emailing us at admin@tpafs.co.uk

We look forward to meeting you.