



LINCOLN GARDENS PRIMARY SCHOOL

Nursery Admission Policy

PERSON RESPONSIBLE FOR POLICY:	MRS S GILBERT
DATE LAST REVIEWED:	SEPT 2023
DATE TO BE REVIEWED:	SEPT 2024

Lincoln Gardens Primary School

Nursery Admission Policy

Lincoln Gardens Primary School offers one intake each year in September for nursery children, aged three and four years. Children are admitted in the academic year (1 September to 31 August) during which they will attain their fourth birthday. Parents are entitled to 15 hours per week free entitlement which is available in the following choice of sessions:-

	Session	Start time	Finish time
1	Mornings	8.45 am	11.45 am
2	Afternoons	12.15 pm	3.15 pm
3 *	Full days	9.00 am	3.00 pm

* Full days are available as either:-

- All day Monday, Tuesday and Wednesday morning, or
- Wednesday afternoon, all day Thursday and Friday

Places are allocated at the end of May each year, following the closing date of 30 April. Where there are more applications than places available, the following selection criteria will be followed:

- Children living within the school's catchment area
- Children living outside the catchment area with a sibling already attending the school
- Children living outside the catchment area.

Where the school receives applications from more than one child living outside the catchment area, then places will be allocated according to distance from the school, i.e closest first. Parents may register their child's details with the school at any time prior to the term of entry. However, all applications received prior to 30 April are considered for admission at the same time; thereby providing all parents with the opportunity to be considered for their preferred sessions. Applications received after that date will be allocated places subject to availability or, if no places are available, recorded on the school's nursery waiting list.

The school offers additional chargeable hours for parents wishing to extend the number of hours their child attends nursery. (*please refer to our separate Nursery Charging Policy*). Additional hours will only be offered after applications for flexible free provision have been dealt with.

First Admissions – full time education for your child

Parents should bear in mind that applications for full time education (First Admissions) is a separate process which is overseen by the local authority, not the school. Attendance at Lincoln Gardens Nursery does not guarantee a place in Reception the following year. Parents will be provided with further information relating to first admissions during the Autumn term. Our staff will be happy to provide you with any assistance you may require with your application.

For further information relating to applying for a school place in North Lincolnshire, please see the following:

[Apply for a school place in North Lincolnshire - North Lincolnshire Council \(northlincs.gov.uk\)](http://www.northlincs.gov.uk)