

Tanfield Lea Community Primary School

Pre-School Admissions Policy



Opening Doors, Enriching Lives

Head Teacher – Mark Temple
Chair of Governors – Andrew Gladstone-Heighton

Date: September 2025

Date for Review: September 2026

The school adheres to the Admission Policy as written by the Local Authority. A brief summary of the policy is shown below. Fuller details can be found on the school website.

Pre-School

Currently two, three and four-year-old children in England are entitled to free, part-time Early Learning, Care and Development.

At Tanfield Lea Community Primary School Pre-School, we offer places for three and four-year-olds, and, if we have the capacity, we can offer limited spaces for two-year-old children who are nearing their third birthdays (rising 3s). The Pre-School provision lasts until children reach statutory school age.

Children can attend Tanfield Lea Community Primary School Pre-School on a part-time basis for 15 hours a week, for 38 weeks a year. Due to the nature of our school buildings we can only offer places for 2.5 successive days (ie not mornings or afternoons but full days). Children will be admitted to the Pre-School at the beginning of the school term after they have turned three years old.

We currently have the capacity for up to 52 nursery aged children (15 hours).

Child Born Between	Term of Eligible Entry
1 January – 31 August	September intake
1 September – 31 December	January intake

Parents may apply for their child's name to be placed on a waiting list from the beginning of the school year (1 September to 31 August) in which the child has his/her second birthday. A form can be collected from the main office or accessed on the school website, and is available at the end of this policy. The form must be returned to the main office at Tanfield Lea Community Primary School.

There is no catchment area for places but policy dictates that preference will be given to children who live within the administrative area of Durham Local Authority.

All children have equal access to places in Pre-School regardless of race, gender, religious belief, intellectual, physical, social or cultural background. Criteria for admission to Pre-School is based on age.

Children are admitted in the term following their third birthday, depending on the number of spaces.

Attendance is on a part time basis. Children are offered 15 hours a week and this is organised in two sessions: Monday through to Wednesday morning (11.30 am); **OR** Wednesday afternoon (12.45 pm) through to Friday afternoon; full days are 8.55 until 3.10 including lunch.

There may be a limited number of 30-hour places. Preference is given to ensuring that all children can access a 15-hour placement first.

If it looks as though our provision will not be full, then we may offer rising 3s an earlier start (by up to one term). Your child may be eligible for this provision via funded childcare sessions for two-year-olds (Play and Learn) or meeting the working families' eligibility criteria. These places would be allocated on a first come, first served basis, and you will need to obtain the relevant code from [Childcare Choices](#) before your child can start Pre-School.

Transition to Reception - PLEASE NOTE:

There is no automatic transfer from Pre-School to Reception and if you want a reception class place for your child **you must make an application**. Durham Local Authority encourages applications to be made on line, the website address is www.durham.gov.uk/schooladmissions.

Applications for Reception must be made by the January before the September they would start in Reception. You need to submit your application on time in order to have the best chance of getting the place you want.

The admission limit in Reception at Tanfield Lea Community Primary School is 50. As a maintained Primary School in Durham Local Authority all admissions are made directly through the Local Authority. The number is 03000 260000 and you need to request Primary Admissions.

However, we do encourage parents to contact school and make an appointment to view the school before completing admission forms.

In the event that Pre-School is oversubscribed, the places will be allocated using the following admission criteria:

- 1 **Looked After Children.**
- 2 **Children in Need** - as defined by the Children Act (1989), ie those who are unlikely to achieve or maintain or have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services of the Local Authority. Applications under this criterion would need to be supported by an appropriate professional stating that attendance at a particular school is essential.
- 3 **Medical reasons.** If claiming medical reasons, parents/carers must provide evidence from the doctor that the child has a medical condition which means that admission to a particular school is essential.
- 4 **Age.** Places will be allocated to older children first to introduce them to their learning journey ahead of starting school.
- 5 **Older brother or sister** in attendance at the school at the date when the pupil is to be admitted. This includes step-children and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address as part of the same family unit. The Local Authority accepts that in some family units children may not be natural brother or sister.
- 6 **Distance from the school.** Priority is given to children who live nearest the school. This will be measured in a straight line (as the crow flies) from the centre point of the child's permanent home address to the centre point of the preferred school using the Local Authority computer system. Those children who live closest to the school will be those who get priority for places.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not

guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.



Tanfield Lea Community Primary School

Application for a Pre-School Place



Child's Name:		Male/Female (please indicate)
Child's Date of Birth:		
Address:		
Postcode:		
Telephone number:		
Email:		
Name, address and emergency contact of all who have parental responsibility:		
Name	Address (if different from above)	Contact number
1		
2		
Has your child been offered a place at another nursery?		Yes/No
If your child has any Additional Needs or will require additional support in Pre-School, please inform us as soon as possible.		
When would you like your child to attend? Please indicate below:		
Monday, Tuesday and Wednesday morning	Wednesday afternoon, Thursday and Friday	Only if available, full week - 30 hours
Date of Application:		
Name of Parent/Carer:		