

*Lanchester E.P. (Cont.) Primary School*

*A Caring Community Where All Can Flourish*



# **Admissions Policy**

## **2025 – 2026**

*‘Through God’s love, we are the rich soil where roots grow and seeds flourish’*

*Luke 8: 4-15*

**Approved by:**

Jane Davis and The  
Governing Body

**Date:** September 2024

**Last reviewed on:**

September 2025

**Next review due by:**

September 2026

## **Lanchester E.P. (Cont.) Primary School Admissions Policy**

Lanchester E.P. (Cont.) Primary School adheres to the admission policy as written by the Local Authority. A brief summary of the policy is shown below. Fuller details may be obtained from the main office at the school.

### **Nursery Admissions**

From September 2025, we have expanded our Nursery provision and are now taking 2-year-olds into our Nursery. We have 10 places for children aged 2-3.

#### **Children eligible for a 2-3 year old place are as follows:**

15 hours entitlement for families of 2-year-olds receiving additional support (formerly known as the 2-year old disadvantage entitlement)

30 hours entitlement for eligible working parents

In addition to this, we have a 52 place Nursery for children aged 3-4.

#### **Children eligible for a 3-4 year old place are as follows:**

15 hours universal entitlement for all 3 and 4-year-olds

An additional 15 hours entitlement for eligible working parents of 3 and 4-year-olds.

More information about early years entitlement can be found at [www.durham.gov.uk/earlyyears](http://www.durham.gov.uk/earlyyears). Parents can check their eligibility on the Childcare Choices website ([www.childcarechoices.gov.uk/](http://www.childcarechoices.gov.uk/)).

#### **Applying for a Nursery Place:**

Parents may apply for their child's name to be placed on a waiting list from the beginning of the school year (1st September to 31st August) in which the child has their first birthday. A form can be collected from the main office or accessed from the website. The form must be returned to the main office at Lanchester E.P. (Cont.) 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 Nursery regardless of race, gender, religious belief, intellectual, physical, social or cultural background.

Criteria for admission to Nursery is based on age. Children will be offered a place in Nursery to start the term after they turn two or three, depending on when they would like their child to start with us. This will obviously be dependent on the number of places we have available – we cannot guarantee your child your preferred place.

**Sessions Offered:**

We offer both 15 and 30 hour sessions.

**15 hour sessions**

These are split into the following 4 different groups:

- Five mornings (8.45am – 11.45am)
- Five afternoons (12.15pm – 3.15pm)
- Monday and Tuesday full days (9.00am – 3.00pm) with Wednesday morning (8.45am – 11.45am)
- Wednesday afternoon (12.15pm – 3.15pm) with full days Thursday and Friday (9.00am – 3.00pm)

**30 hour sessions:**

- Five full days (Monday – Friday, 9.00am – 3.00pm)

PLEASE NOTE: There is no automatic transfer from Nursery to Reception and if you want a Reception class place for your child you must make an application.

## **School Admissions**

The admission limit in Reception for Lanchester E.P. (Cont.) Primary School is 60. Following the Local Authority policy, we operate a single entry into our school each September. Children are eligible to be admitted into Reception provided they are 4 years old on or before September 1<sup>st</sup>.

As a maintained Primary school in Durham Local Authority all admissions are made directly through the local Authority. The telephone number is 03000 260000 and you need to request Primary Admissions; Alternatively, please email [SchoolAdmissions@durham.gov.uk](mailto:SchoolAdmissions@durham.gov.uk). They will provide you with appropriate entry forms in accordance with their admissions policy. However, we do encourage parents to contact school and make an appointment to view the school before completing admission forms.

Durham Local Authority encourages applications to be made on line, the website address is as follows:- [www.durham.gov.uk/schooladmissions](http://www.durham.gov.uk/schooladmissions).

Applications must be made by 15th January 2026. You need to submit your application on time in order to have the best chance of getting the place you want.

For more information, visit the Durham County Council website for information regarding the [school admission process](#) and [primary school admissions](#). To appeal against an admission decision visit: [School admissions-appeals](#).

## **In Year Admissions**

Any school transfer requests have to go through the Local Authority Primary Admissions, and you will need to contact primary school admissions via [schooladmissions@durham.gov.uk](mailto:schooladmissions@durham.gov.uk) or 03000 265 896. More information on moving schools can be found via the Durham County Council website: [Apply to change school during the school year - Durham County Council](#).

## **Special Educational Needs and Disabilities (SEND)**

We are committed to meeting the needs of all children including those with Special Educational Needs and Disabilities. We would ask parents to discuss the identified needs with the school prior to starting so that appropriate intervention and support can be planned and implemented. Advice from the LA or other agencies may be requested to ensure any the school can meet any needs appropriately.

## **Applying for a school place if your child has an Education, Health and Care Plan or a Statement of SEN**

Children and young people with an Education, Health and Care Plan (or Statement of Special Education Needs) follow a different admission and transfer process for a new school. Please continue to complete Durham County Council's parental preference form, as part of the admission process to a new school. You continue to have a right to request a particular school and this will be considered alongside the information that we have about your child's special educational needs. The information would have been provided as part of the Education, Health and Care assessment or following the review meeting.

If you have any questions about your SEND requirements, please contact Lanchester E.P. (Cont.) Primary School to arrange an appointment.