

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

*A Caring Community Where All Can Flourish*



# *Admissions policy*

## **2023-24**

**Approved by:**

Jane Davis and The  
Governing Body

**Date:** September 2023

**Last reviewed on:**

September 2023

**Next review due by:**

September 2024

## **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**

Attached to the School, we have a 52 place Nursery for children aged 3-4.

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 second 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 as soon as they turn three. It is anticipated that they will have a number of induction sessions and look to start their full 15/30 hour place within two weeks of their third birthday. 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 15 hour sessions, which are split into 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)

In addition to these 15 hour spaces we are also able to offer 30 hours for parents who are eligible. More information about this 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/)).

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 2024. 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](#).

## **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.