Admission policy for
Chillingham Road Primary School
for the academic year 2026/27

The governing body is the Admission Authority of this school and is responsible for determining the school's admissions policy.

The number of places available in Reception in academic year 2026/27 is 30.

Please see Appendix 1 for admissions information related to Playgroup and please see Appendix 2 for admissions information related to Nursery.

How and when to apply for places

All applications for school places must be made to your home local authority. Newcastle City Council encourages online applications via the Citizen's Portal (www.newcastlelea.org/CitizenPortal_LIVE/en)

A paper application form is available as an alternative; this is available from local schools or the School Admissions Team at admissions.information@newcastle.gov.uk and must be returned to Newcastle City Council.

Applications for Reception places for September 2026 must be submitted **by 15 January 2026**.
Applications for school places in other year groups or after the start of the school year can be submitted at any time.

Late applications

Applications received after the closing date will be classed as late and processed after all of the applications received on time.

Special Educational Needs

Children who have an Education, Health and Care Plan which names the school will be admitted to the school.

How places will be allocated

If there are enough places at the school, then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places. Please refer to the definitions at the end of this policy if needed.

1. Children who are currently looked after by a local authority (in care), children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, child arrangements (residence) order or special guardianship order, including children who appear to Newcastle City Council to have been in state care outside of England and ceased to be in state care as a

result of being adopted. Evidence of the appropriate order must be submitted before the closing date for applications.

2. Children with a brother or sister (a sibling) who will be on roll at the school on the date that the child will be admitted in September 2026. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step-brother or -sister, or the child of the parent or carer's partner, as long as the children live at the same address. However, please note that children attending the nursery class or other early education or childcare provision attached to the school will not establish a sibling link for this purpose.

3. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents have a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.

4. Children living nearest to the school as measured in a straight-line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

Parents and carers should note that the allocation of Reception places does not take into account attendance at any specific nursery class or school. Children in the nursery class of the school will not be given priority nor are they guaranteed a Reception place in the main school.

Parents/carers of children in the nursery class must submit an application for Reception.

Additional notes

- Where there are only sufficient places available for some, but not all, applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance, as defined above.
- In the event that more than one child has an equal right to an available place, the place will be offered based on random allocation.
- Parents/carers have two weeks to respond to an offer of a school place.
- Parents who share responsibility for the care of their child are expected to reach agreement between them. In the event of a dispute all applications will be placed on hold and will not be processed until:
    - one joint application is made; or
    - written agreement is provided from both parents; or
    - a Court Order is obtained confirming which parent's application carried precedence.
- When stating the choice of school, parents/carers must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of the child must not be quoted as the home address.
- If the child lives at more than one address Monday to Friday (for example due to a separation) the address used should be where the child lives most of the time. Only one address can be used. If the child lives at two addresses, Newcastle City Council will decide which address to use. If a Court Order is in place, this will be the determining document. Otherwise, a decision will be made based on GP registration and/or Child Benefit, Child Tax Credit or Universal Credit.

Waiting lists

For applications for Reception places, parents can request to be added to a waiting list which will be kept until 31 December 2026 and will then be cleared. Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received. From January and then on a termly basis, waiting lists will be cleared and parents will need to re-apply each term if they still want their child to be considered for a place at the school.

Summer born children and the admission of children below compulsory school age including deferred entry and part time admission and such requests made outside of the reception year

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:

- their child attends part-time until they reach compulsory school age, or
- the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it. The maximum length of time a place can be deferred is two terms.

The child must start school full-time no later than the term after their fifth birthday.

If parents of summer born children (born between 1 April 2022 and 31 August 2022) wish them to be admitted to the Reception year in the term following their fifth birthday, rather than year 1, then parents should submit a written request providing reasons for seeking a place outside of the normal age group and any supporting evidence from relevant professionals.

Requests should be submitted before the closing date for Reception applications in the child's normal age group in good time for the request to be considered and inform the parent of the outcome before the closing date for the normal age group. In other words, for children due to start school in September 2026 where the parent wishes the child to delay admission until 2027, parents should submit their requests well before 15 January 2026.

These requests are called offset requests and should be completed on the form provided by the Newcastle City Council who will record the request and share it with the Head Teacher. The Head Teacher, a governor (nominated by the Chair of Governors) and an Admissions Specialist will meet (either in person or virtually) and make a decision about the request based on the information provided and the current legislation. Each case will be considered individually, and a meeting will be arranged within 15 school days of any request being submitted.

If the request is agreed, any application made for the normal age group will be withdrawn before any place is offered and parents will need to reapply in the normal way for a Reception place in the following year.

If the request is refused, the parents must decide whether to apply for a Reception place in the current academic year (Note that the application will still be subject to the oversubscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. However, parents should be aware that the year 1 group may have no places available if it is already at capacity with children progressing from the previous Reception year group.

Further information and advice on the admission of summer born children is available on the Newcastle City Council website www.newcastle.gov.uk or by contacting the School Admissions team by email: admissions.information@newcastle.gov.uk .

If a parent wanting to make an in-year application to the school believes that their child should be admitted out of their normal year group, they will also need to complete an offset request which will be considered in the same way.

Right of appeal

Parents/carers who are refused a place for their child have a statutory right of appeal to an independent appeals panel. Appeals for Reception places should be submitted by 17 May 2026 to ensure they will be heard before the end of July 2026. Please contact Newcastle City Council's School Appeals Team for information (email schoolappeals@newcastle.gov.uk). Information is also available at www.newcastle.gov.uk

Definitions

- A **looked after child** is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order)** is an order outlining the arrangements as to the person with whom the child will live.
- A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.

Appendix 1
Playgroup admission arrangements

1. Playgroup is open to every family in the community. We welcome children regardless of their gender, background, religion, ethnicity, competence in spoken English, special educational needs or disabilities.

2. Admission is from the child's 2nd birthday up to the June before their 4th birthday. Families using a playgroup place to ease transition into Reception class are advised against any less than one month's attendance to gain full benefit.

3. **All** 3 years olds are eligible for 15 hours funding starting from the term after their 3rd birthday; **some** may be eligible for 30 hours. In addition, **some** 2 year olds will be eligible for 15 hours funding in the term after their 2nd birthday.

4. Children may attend more than one setting but we are only able to split funding between two or more providers for children with 30 funded hours. This means that a child can share their 30 hours between Nursery and Big Playgroup within school or between Playgroup and a private Nursery or childminder. Children using their 15 hours allocation at another setting could have a paid place in our Playgroup or vice versa.

5. Funding needs to be in place prior to children starting. If families wish their child to start before this then normal session charges will apply until funding is received. Any over-payment will be refunded.

6. In the event of a family wanting to move their child to a different provider, then 28 days notice is required in writing. This is to enable funding to be transferred to the new provider.

How places will be allocated

If there are enough places at the playgroup then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places. (This is broadly in line with criteria used by the local authority.)

1. Children who are currently looked after by a local authority (in care), children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, child arrangements (residence) order or special guardianship order, including children who appear to Newcastle City Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence of the appropriate order must be submitted before the closing date for applications.

2. Children with a brother or sister (a sibling) who will be on roll at the school on the date that the child will be admitted in September 2026. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step-brother or -sister, or the child of the parent or carer's partner, as long as the children live at the same address.

3. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents have a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.

4. **Children who are of Nursery age** eg: those awaiting a Nursery place.

5. **Children living nearest to the school** as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

NB: Families are asked to note that admission into the playgroup does not guarantee a Nursery or Reception place in the main school. Allocation of Reception places does not take into account attendance at the school Nursery.

Additional notes

1. Families have two weeks to respond to an offer of a playgroup place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
2. Parents who share responsibility for the care of their child are expected to reach agreement to a playgroup placement between them. In the event of a dispute the playgroup will accept the application from the parent to whom the child benefit is paid.
3. When stating your choice of playgroup, you should give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.
4. If the child lives part of the week between two parents, the child's address should be the address where the child lives (1) during the school week, or (2) with the parent who receives child benefit, if there is any dispute.

Waiting lists

Children who are refused a place will be kept on a waiting list. Waiting lists will be ranked in order of priority using the oversubscription criteria regardless of the date the application was received.

Appendix 2
Nursery admission arrangements

This policy outlines the early years provision offered at Chillingham Road and will be used to determine admission arrangements for children starting our Nursery Class.

Chillingham Road has a 26 place part time Nursery. The Nursery provision is all day Monday and Tuesday and Wednesday morning. Children are admitted each September. Applications for the Nursery need to be made directly to the School. Admissions forms are available from the school office or from our website and need to be returned to us before the admissions closing date which is the end of the week prior to the Easter holidays. Details of the admission policy and process can be found on our website.

All admission decisions can be justified by reference to the criteria set out below.

1. Universal Entitlement (15 hours) following the term in which a child turns 3, all 3 and 4-year old children are entitled to 15 hours early years provision per week for 38 weeks of the year.

2. Children born in the period 1st September to 31st December: the start of term beginning on or following 1st January after the child's 3rd birthday;

3. Children born in the period 1st January to 31st March: the start of term beginning on or following 1st April after the child's 3rd birthday;

4. Children born in the period 1st April to 31st August: the start of term beginning on or following 1st September after the child's 3rd birthday.

5. At Chillingham Road, children are admitted to our Nursery Class in the academic year after which they turn 3 i.e. for 2026/27 children reaching their 3rd birthday between 1st September 2025 and 31st August 2026 will start in September 2026.

6. Extended Entitlement (30 hours) In addition to the universal entitlement a child will be entitled to the additional free hours from the term after both of the following conditions are satisfied:

    - The child has attained the age of 3;

    - And the child's parent(s) have a current determination of eligibility from HMRC i.e. a valid 30 hours free childcare eligibility code.

Our Extended Entitlement option is called **Big Playgroup** and operates on Wednesday afternoons and all day Thursday and all day Friday

Application Process

7. Applications for places in our Nursery Class open annually on 1st September 2025 and should be made directly to the school, on the school website or via the school office, by 22nd March 2026. Offers of a place will be made from 25th March 2026.

Applications received after the closing deadlines will be considered on a first-come first-serve basis dependent on places available.

Allocation of Places

8. If there are fewer applications than places available then every child will be offered a place. If there are more applications than places available, then the following oversubscription rules are applied in offering places:

    - children who are currently looked after by a local authority (in care) in the UK, children who were previously looked after by a local authority in the UK or who appear to the admissions authority to have been in a state care outside of the UK, and immediately afterwards became subject to an adoption, residence (child arrangements) order special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.

    - Children with Educational Health and Care Plan where the plan names Chillingham Road Primary School.
    - Children with a brother or sister (a sibling) attending Chillingham Road during the current academic year.
    - Children who have previously attended our Playgroup
    - The address of the child relative to the school.

Or

Special reasons such as:

- Family breakdown;
- Three or more children under 5 years old in one household;
- Children who are at an educational disadvantage because their use of the English language is minimal or non-existent;
- Home accommodation unsuitable for young children;
- Physical, sensory or learning difficulties.

If special reasons are to be considered, detailed information about the child's circumstance will be required.

In the event of oversubscription a waiting list of applicants will be kept.

There is no appeal procedure for parents refused a place in a nursery class.

Please note: attendance in nursery class does not guarantee a place in a reception.