



St Thomas More
Catholic Primary School

Nursery Admissions Policy 2025-26

Headteacher: Mr Tom Hunt

Chair of Governors: Mrs Carolyn Beal

Date: November 2025

Date for Review: November 2026

Family, Aspiration, Love

St Thomas More Primary School Nursery Admissions Policy

Introduction

St Thomas More Primary School offers high-quality nursery provision for children aged 3 and 4 years old. We aim to provide flexible options to meet the needs of families while ensuring fairness and transparency in our admissions process.

Nursery Provision

- Children can attend any number of hours once they turn **3 years old**, starting from the term after their third birthday.
- **Funded Hours:**
 - All children aged 3 and 4 are entitled to **15 hours of funded nursery provision per week**.
 - Families who meet the government criteria and provide a valid **30-hour eligibility code** can access **up to 30 funded hours per week**.
- **Additional Hours:**
 - If you do not have a 30-hour code, you may purchase extra hours beyond the funded 15 hours.
 - Additional hours can be paid for via **Arbor**.
- **Wraparound Care:**
 - Funded hours can also be used towards wraparound care, subject to availability. In this instance, the Wraparound care hours paid for by funded hours would have to be the same each week.
 - Wraparound care can alternatively be paid for directly to the school office through Arbor.

Admissions Process

- **Application Method:**
 - Applications can be made using our **school paper application form (Appendix 1)**, available from the school office or on our website (Nursery admissions Policy).
 - Completed forms should be returned to the **school office**.
 - As well as the school form, the **Durham County Council Early Education Entitlement Form (Appendix 2)** is required to be completed for our School Nursery.
- **Application Deadline:**
 - Applications must be submitted **one term before** the term you wish your child to start nursery.
- **Transition Arrangements:**
 - The school office will contact you during the term before your child starts to:
 - Arrange transition sessions.

- Gather any additional information required.
- Arrange collection of the school Data Collection pack.

Places Available

- We have **15 full-time nursery places guaranteed** for 3- and 4-year-olds, but we may be able to accommodate more, depending on the number of children in Reception.
- Nursery places are primarily offered for a **September start**. If spaces remain, we may admit children for **January or April starts**, provided they are eligible (the term after their third birthday).

Oversubscription Criteria

If applications exceed available places, priority will be given in the following order:

1. **Children with siblings** already attending St Thomas More Primary School.
2. **Children in Need**, as defined by the Children Act 1989, including:
 - Children unlikely to achieve or maintain a reasonable standard of health or development without Local Authority support.
 - Children whose health or development is likely to be significantly impaired without such support.
 - Children who are disabled.
 - Children from families where English is not the main language.
3. **Age** – Priority will be given to older children (by date of birth). Where dates of birth are the same, priority will be given to the earliest application date.
4. **Children living within the parish (Parish of Durham Martyrs) or local authority boundaries.**

Waiting List

- We maintain a waiting list for nursery places.
- Parents can request to add their child's name to the list at any time by completing an application form.
- If places become available during the academic year, they will be offered according to the oversubscription criteria.

Offer of Places

- Offers for September places will be made in **June**, at the latest.
- Parents will have **two weeks** to accept the offer.
- Session preferences will be allocated on a **first-come, first-served basis**.

Additional Information

- Admission to nursery **does not guarantee a place in Reception**. Parents must apply for a primary school place through the Local Authority.
- Parents are welcome to visit the school for a tour and discussion with the Headteacher.
- If you wish to change your child's nursery hours at any point, the school must receive **at least a half terms' notice** in writing via the **school office**. This ensures we can plan staffing, provision and funding effectively.

Complaints

Parents do not have a statutory right to appeal nursery admissions decisions. However, if you believe the criteria have not been applied fairly, you may use the school's **Complaints Policy**, available on our website.

Contact Details

Phone: 0191 386 4761

Email: stmb@stmb.bwcet.com

Website: <https://stthomasmorebelmont.bwcet.com>



St Thomas More Catholic Primary School
Nursery Application Form

Child's Name.....

Date of Birth.....

Gender.....

Religion.....

Place of Baptism/Christening.....

(If applicable, please provide a copy of certificate)

Name of siblings currently attending our school (If applicable).....

Which Infant School would you like your child to attend ?.....

Any special circumstances (Medical/Social/Emotional).....

Please indicate with a tick:

Is your child eligible for 30 hours? Yes [] No []

Please provide Eligibility Code if possible.....

If so, what provision would you require? Full time (30 hours) [] Part time (15 hours) []

Is either parent/carer employed by the Armed Forces? (i.e. Army, Navy, RAF etc...) Yes [] No []

Has your child been adopted in the care of the Local Authority? Yes [] No []

Contact Details

Home Address.....

Postcode []

Name of Parent/Guardian.....

Contact Details (Mobile).....(Home).....

Name of Parent/Guardian.....

Contact Details (Mobile).....(Home).....

FOR OFFICE USE ONLY

Date form received..... Start Date.....

Date Baptism Certificate received.....



Durham County Council Early Education Entitlement – Parent Carer Declaration Form for Funded Early Years Children

1. Your Child's details *mandatory information

Child's legal name*

Name by which the child is known (if different from above)

Date of birth* Gender*

For choosing the Ethnicity code in the box below, please refer to link below for guidance.

<https://www.gov.uk/guidance/complete-the-school-census/find-a-school-census-code#ethnicity>

Ethnicity

Address*

Postcode*

Your chosen provider will need to see proof of your child's date of birth. Please indicate which document you will provide with this form.

Birth Certificate

Passport

Additional Information. Please give a copy of the evidence to your setting (if applicable).

Special Guardianship

Looked After

Adopted

Not applicable

2. Your details (parents/carers) the person receiving the benefit must be listed *mandatory information

Parent/Carer 1 Legal name*

Date of birth*

NI or NASS number*

Contact number

Email address

Parent/Carer 2 Legal name*

Date of birth*

NI or NASS number*

Contact number

Email address

3. What my Child is Eligible for

Information on qualifying criteria is below.

Qualifying children with a Working Family eligibility criteria aged between 9 months olds up to 2 year old are entitled to 570 free hours per year. This increases to 1140 free hours per year from September 2025 when the entitlement increases from a maximum of 15 hours per week up to a maximum of 30 hours per week.

Qualifying 2 year olds with a Working Family eligibility criteria are currently entitled to 570 free hours per year. This increases to 1140 free hours per year from September 2025 when the entitlement increases from a maximum of 15 hours per week up to a maximum of 30 hours per week. Qualifying 2 year olds from Families with Additional Needs are entitled to 570 free hours per year (the equivalent of a maximum of 15 hours per week).

The qualifying criteria for the Universal Offer of 15 hours per week for 3 and 4 year olds is based only on date of birth. A child can access this entitlement from the start of the next term following their 3rd birthday. All 3 and 4 year olds are entitled to 570 hours per year (universal entitlement) and some 3 and 4 year olds from working families may be entitled to an additional 570 hours per year (this is the expanded entitlement, or 30 hours entitlement).

All entitlements begin from the start of the next funded term following a qualifying child's second or third birthday or a nine-month anniversary.

Current qualifying criteria for the two-year-old entitlement can be found on the following link:
<https://www.durham.gov.uk/playandlearn>

Qualifying criteria for the 9 month old to under two year old working family entitlement and qualifying criteria for the two-year-old working family entitlement can be found on the following link
<https://www.childcarechoices.gov.uk/>

Current qualifying criteria for the 3 and 4 year-old extended 30 hours entitlement can be found on the following link: <https://www.durham.gov.uk/article/18791/30-hours-free-childcare-for-three-and-four-year-olds>

For more details on the 30 hours Extended Entitlement please see the following link:
<https://www.childcarechoices.gov.uk/>

The HMRC working family eligibility helpline is available at 0300 1234097.

The following to be completed with assistance from your chosen provider(s) if needed.

9 month old to under two year old eligibility code (11 digits)	<input type="text"/>
2 year old eligibility code (6 or 11 digits)	<input type="text"/>
3 and 4 year old Universal offer for 15 hours per week (indicate with a tick)	<input type="checkbox"/>
3 and 4 year old eligibility code (11 digits)	<input type="text"/>
Number of funded hours per week you wish to claim for	<input type="text"/>

4. Disability Access Fund

If your child is receiving child Disability Living Allowance and is receiving the free entitlement, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your child's early year's provider. The purpose of DAF is to support providers to make reasonable adjustments to your child's provision.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)? Yes No

If yes, please ensure you have given a copy of your most recent DLA award document to the setting which is to be emailed to EYfunding@durham.gov.uk

If your child is splitting their free entitlement across two or more settings, please nominate below the main setting where the local authority should pay the DAF. Please be aware that the DAF funding once allocated, is not transferable if the child moves settings.

5. Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early year's providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. The Parent/Carer of Qualifying EYPP children are also currently entitled to receive a Household Support Grant. This may be subject to change.

Do you wish to apply for EYPP for your child? Yes No

You can check the EYPP eligibility criteria on the link below to see if your child is eligible for EYPP.

<https://www.durham.gov.uk/article/22661/Funding-free-early-education-entitlement-for-three-and-four-year-olds>

6. Setting and Attendance Details

You need to agree and complete this declaration form with each setting your child attends for their early education entitlement to ensure that funding is paid fairly to each of them.

Your child can attend a maximum of two sites in a single day and a maximum of three registered settings in any one term or funding period. If your child attends more than one setting, we will distribute the funding appropriately between the settings.

Funding start date

My child is attending the following settings

Setting name A	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of funded weeks per year attending (e.g., 38 term time or 52 stretched)
	Mon	Tues	Wed	Thur	Fri		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Setting name B	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of funded weeks per year attending (e.g., 38 term time or 52 stretched)
	Mon	Tues	Wed	Thur	Fri		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Setting name C	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of funded weeks per year attending (e.g., 38 term time or 52 stretched)
	Mon	Tues	Wed	Thur	Fri		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grand total daily free hours attended						Grand total number of hours per week	Grand total of funded weeks per year attending (e.g., 38 term time or 52 stretched)
	Mon	Tues	Wed	Thur	Fri		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Parent/Carer/Guardian with Legal Responsibility Declaration

Declaration (name)	<input type="text"/>
of (address)	<input type="text"/>
Postcode	<input type="text"/>

I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise:

Name of Provider/s	<input type="text"/>
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to claim free entitlement funding as agreed above on behalf of my child.

Parent/Carer/Guardian with legal responsibility

Signed	<input type="text"/>
Print name	<input type="text"/>
Date	<input type="text"/>

Childcare provider

Signed	<input type="text"/>
Print name	<input type="text"/>
Date	<input type="text"/>

In collecting your data for the purposes of checking your eligibility for funded Early Years Children of all age groups and entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Durham County Council is exercising the function of a government department. Durham County Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Data Privacy

The General Data Protection Regulation (GDPR) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools, and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents, and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your Early Years Provider or EYfunding@durham.gov.uk Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately.

The Privacy Notice for Durham County Council Children and Young Peoples Services and Education Support Services is available at:

<http://www.durham.gov.uk/media/24878/Privacy-notice-education-support/pdf/PrivacyNotice-EducationSupport.pdf>

Office use only. Document check.

Documentary proof of date of birth type e.g., birth certificate or passport

Date document recorded

9 month old to under two year old eligibility code (11 digits)

2 year old eligibility code (6 or 11 digits)

3 and 4 year old eligibility code (11 digits)

Number of funded hours per week claimed for

Document recorded by (name of staff member)