



Nursery Admissions Policy 2025-26

Date Issued:	October 2021
Prepared by:	Head Teacher
Review date:	October 2026
Date Adopted by Governing Body:	October 2021

This Policy will be reviewed in October 2026

Admissions to Nursery at Durham Lane Primary School are managed by the school. Durham Lane Primary School Nursery has a capacity of 36 pupils (15 hours) accessing the provision in the mornings plus an extra 10 pupils (15 hours) are able to access Nursery provision in the afternoon. We are also able to offer 30-hour provision to children who are attending the morning or afternoon nursery. The afternoon nursery 15-hour children who wish to access 30 hour provision can only use their hours between 11.45am – 6pm.

The daily morning session time is: 8.45 am – 11.45 am

Nursery 30-hour provision

We are able to offer some flexibility for our 30-hour provision to include before (morning children only) and after school club wrap around provision (both mornings and afternoon). We have a few flexible options to offer:

- 11.45am – 1pm over lunch (1 hour per session)
- 11.45am – 3pm (3 hours per session)
- 7.30am – 8.45am - Accessing our Morning Club (1 hour per session) – with or without breakfast
- 3pm – 4.30pm - Accessing our After School Club (1 ½ hours per session) this will include a snack tea at 3pm
- 3pm – 6pm – Accessing our After School Club (3 hours) this will include a snack tea at 3pm

Parents will be asked to book these sessions before the start of the school term and they will be fixed for the full term.

Working parents of children aged 3 and 4 years old, could be entitled for up to 30 hours free childcare a week (working is defined as employed persons, self-employed persons, and parents on zero hours contracts who meet the criteria).

As of September 2025, working parents can apply through HMRC for a 30-hour eligibility code from 9 months old.

<https://www.childcarechoices.gov.uk/15-and-30-hours-childcare-support>

If parents are not eligible for the 30-hour provision, or are waiting to access this, they will be able to pay for additional sessions. The following charges will apply:

- 11.45am – 1pm - £5.50 with the option of a school lunch (additional cost) or bring a packed lunch;
- 11.45am – 3pm - £16.00 with the option of a school lunch (additional cost) or bring a packed lunch;
- 7.30am - 8.45am Before School club with breakfast £6.00 (15-hour morning children only);
- 8am - 8.45am Before School club £5.00 with breakfast (15-hour morning children only);
- 3pm – 4.30pm After school club £6.00 (this will include snack tea);
- 3pm – 6pm After school club £10.50.

Parents should be aware that, if their child joins our Nursery, this does not secure a Reception place: they will need to contact school admissions.

school.admissions@stockton.gov.uk

<https://www.stockton.gov.uk/schooladmissions>

If we have availability for the free 15-hour morning Nursery (36 spaces) or free 15-hour afternoon Nursery (10 spaces), children are able to start Durham Lane Nursery the day after their 3rd birthday. The first day is usually a stay and play session for one and a half hours for you to attend Nursery together with your child. They are then able to start Nursery from the following day.

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Stage 1:

Parents expressing an interest in a place for their child in our Nursery will be provided with an 'Early Years Nursery Application form. If parents wish to have a school tour and meet the Head Teacher and Nursery staff, they should contact the school office to arrange a tour.

ADMISSION PRIORITIES

Places will be allocated with regard to the following priorities:

1. Pupils who are in the care of the Local Authority – Looked After Children.
2. Pupils with complex needs who have Durham Lane Primary School as the named School in the EHCP plan.
3. Pupils who have a brother or sister living at the same address and who are still attending Durham Lane Primary when the pupil turns 3 years old;
4. Pupils will then be considered by the date of their completed application forms (first come, first served basis).

Stage 2:

Parents will be contacted by letter to confirm the place allocation during the term prior to their child starting Nursery.

Stage 3:

During the term before the child starts Nursery, parents will be invited to a 'Nursery New Starter' meeting where they can meet the Early Years' Staff, look around school and make arrangements for uniform ordering, have access to extended school provision and complete essential school documentation.

All children are invited to make a visit to Nursery and meet the staff. They can then become familiar with their new surroundings and receive a children's 'Welcome to Nursery' booklet.

Where children may already access childcare with a private provider, the Nursery staff will liaise with any outside providers to gather details of a child's attainment and any other relevant information, thus supporting their transition into Nursery.