

Seaton Sluice First School



Admissions Policy 2024

Written by: Amanda Bennett October 2024

Role: Headteacher

Approved by: Amanda Bennett

Date to be reviewed: October 2025

Admissions Procedures and Important Admissions Information.

Children are admitted into Nursery the September after they are three (or sooner if places are available). Children admitted earlier into Nursery are not automatically guaranteed a Nursery place in the September following and will need to re-apply for their place. Children are admitted into Reception in the September of the academic year in which they become five. In the Summer Term opportunities are given for children to have a short stay in their new classroom and evening meetings are held to inform parents/carers of the school intake procedure, the Nursery / Reception curriculum, etc.

Any parents/carers considering Seaton Sluice First School as a school for their child are very welcome to meet with the Head Teacher any time by making an appointment through Mrs Johnson, the School Office Manager.

Seaton Sluice First School has a maximum intake per year of 30 children for Reception and 26 places for Nursery. Applications must be made directly to Northumberland County Council for Reception places and directly to the school for Nursery places. Application forms for Nursery are available from the school office and via the school website: <http://www.seatonsluicesouth.northumberland.sch.uk/website>

Applications for Reception class places are made directly through Northumberland County Council's online portal which is accessible via their website: <https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>

Applications for any other year groups or mid-year admissions require an Immediate Transfer Form available from Northumberland County Council via their website <https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1/Moving-Schools-In-Year-Applications.aspx> or by calling school admissions.

If you have any queries please contact:
schooladmissions@northumberland.gov.uk

*School Admissions Team,
County Hall,
Morpeth,
NE61 2EF.
Telephone (0845 6006400)*

Reception Admissions Policy

Should the number of applications for Reception exceed 30 the County Council will apply their own policy for prioritising applications. Information concerning the general arrangements and policy for school admissions in Northumberland is given separately in the Northumberland County Education Booklet, copies of which are available from Northumberland County Council via their website or by telephone (details above).

Nursery Admissions

School has its own policy for the admission of children into the Nursery class should the class be over-subscribed:

Policy for Admission to Nursery

The criteria for prioritising applications are:

- Looked after Children who are in the care of a local authority
- Those living within the catchment area of Seaton Sluice First School
- Pupils on whose behalf evidence of exceptional medical or exceptional social need is presented
- Those who have siblings already attending Seaton Sluice First School
- Those within the catchment area of Seaton Valley Partnership schools
- Any other applications, will be considered, where vacancies exist, on a first come first served basis.

Should you have any further queries regarding admission arrangements please contact:

Mrs Jane Johnson, Administrative Assistant with responsibility for Admissions on:
0191 237 1839

admin@seatonsluicefirst.co.uk