



Wallsend Jubilee Primary School

Admissions policy for 2 and 3 year olds

Governance	
Version	1
Policy Officer	David Harrison
Adoptive Date	30.6.2026
Readopted Date	
Next Review date	
Statutory	

Version History Log

Version 1	Description of Change	Date/Author

Policy Statement

We are committed to providing a fair, transparent, and inclusive admissions process for all children aged 2 and 3 years. We welcome applications from all families and will not discriminate on the grounds of race, religion, disability, gender, family status, or cultural background.

Aims

The aims of this policy are to:

- Ensure equal access to early education places.

- Provide a clear admissions process for parents and carers.
- Comply with relevant statutory guidance and local authority requirements.
- Support the inclusion of all children, including those with special educational needs and disabilities (SEND).

Eligibility

Places are available for:

- Funded 2-year-old children who meet the government's eligibility criteria.
- Universal funded places for all 3-year-olds from the term after their third birthday.
- Children accessing extended funded hours where eligible.
- Fee-paying children, subject to availability.

Parents may be required to provide evidence of eligibility for funded places.

Admissions Procedure:

1. Parents/carers complete an application form.
2. Applications are recorded in the order received.
3. Parents are informed in writing of the outcome of their application.
4. A place will only be confirmed once all required documentation has been received.
5. Admission arrangements, including start dates and settling-in sessions, will be discussed with families before the child starts.

Oversubscription Criteria:

Where applications exceed the number of available places, priority will be given in the following order:

1. Children in care or previously looked-after children.
2. Children with identified special educational needs or disabilities where the setting is able to meet their needs.
3. Siblings of children currently attending the setting.
4. Date the application was received.

Inclusion and Equality:

We are committed to promoting equality of opportunity and ensuring that every child has access to our provision. Reasonable adjustments will be made to support children with additional needs wherever possible.

Settling In:

All children will be offered a settling-in period to help them become familiar with the environment, staff, and routines. The length of this period will be agreed with parents according to the child's individual needs.

Waiting List:

Where no places are available, children will be placed on a waiting list. The waiting list will be maintained according to the oversubscription criteria rather than the date of application alone.

Data Protection:

All information collected during the admissions process will be handled in accordance with UK GDPR and Data Protection legislation. Personal information will be stored securely and used only for legitimate purposes related to admissions and childcare provision.