



Bowburn Primary School: Admissions Information 2024- 25

Bowburn Primary School has an admissions limit of 75 pupils per year group from Reception to Year 6.

Pre-School provision is based within the building. We offer free 15 hours provision for all 3 year olds and 15 free hours to two year old children who meet the requirements. We also offer paid provision for our 2 and 3 year old rooms.

We are offering the government's 30 hours funded childcare places for working parents of three and four year olds. To find out if you qualify, please go to <https://www.childcarechoices.gov.uk/>

Parents who would like to visit the school buildings and look around are encouraged to do so and are most welcome. Please email or telephone to make an appointment with the Headteacher Mrs. Maughan at any time of the year.

The age at which children can be admitted to school is determined by the Education Committee. Current Policy allows for:-

“Those children whose fifth birthday falls between the 1st September 2024 and the 31st August 2025, to be admitted at the beginning of the Autumn Term 2024”.

Our admission number approved for the year 24/25 is 75 per year group.

In the event that the school is over-subscribed then preference to admission will be given in accordance with the Local Authority's admission arrangements.

During the summer term you will be invited to visit school. This will enable you to meet your child's Class Teacher and ask any relevant questions which may not have been answered. If transferring from our nursery your child will have spent

quite a lot of time in school prior to admission and will already be familiar with the reception class teachers.

Visit the Durham County Council website for information regarding the [school admission process](#) and [primary school admissions](#).

To appeal against an admission decision visit: [School admissions-appeals](#).

Nursery admission arrangements

Three year old provision

Once your child has turned three, they are entitled to 15 hours of free nursery provision. These sessions can be taken as am, pm or full day sessions if your child qualifies for 30hr free childcare, where available. Parents can put their child's name on the waiting list during the school year in which the child has his/her second birthday.

We are offering the government's 30 hours funded childcare places for working parents of three and four year olds. To find out if you qualify please go to <https://www.childcarechoices.gov.uk/>

Two year old provision

Two year old places are available, either funded for those who qualify or paid places at £20 per 3 hour session. Parents can apply for funded or paid places the term before their child turns two. For further information on funded places please contact Mrs Glover, School Business Manager, Tel: 01913770497

Parents who would like to visit the Nursery and look around are very welcome to do so. Please email or telephone to make an appointment with the nursery teacher at any time of the year.

Special Educational Needs and Disabilities (SEND)

We are committed to meeting the needs of all children including those with Special Educational Needs and Disabilities. We would ask parents to discuss the identified needs with the school prior to starting school so that appropriate intervention and support can be planned and implemented. Advice from the Local Authority or other agencies may be requested to ensure the school can meet any needs appropriately.

Full details of the admission arrangements can be found in the Primary and Secondary Admissions brochure produced by Durham County Council.

Visit the Durham County Council website for information regarding the [school admission process](#) and [primary school admissions](#). To appeal against an admission decision visit: [School admissions-appeals](#).

Applying for a school place if your child has an Education, Health and Care Plan or a Statement of SEN

Children and young people with an Education, Health and Care Plan follow a different admission and transfer process for a new school. Please continue to complete Durham County Council's parental preference form, as part of the admission process to a new school. You continue to have a right to request a particular school, and this will be considered alongside the information that we have about your child's special educational needs. The information would have been provided as part of the Education, Health and Care assessment or following the review meeting.

Contacts

The following are the main contacts for Special Educational Needs and Disability at Bowburn Primary School:

Mrs Natalie Maughan is the Acting Head Teacher
Mrs Stewart Davidson is our designated SEND Governor:

Mrs Stephanie Clark is our designated Special Educational Needs Coordinator (SENCO).

It is the SENCO's job to:

1. Oversee the day-to-day operation of the school's SEND policy
2. Liaise with the relevant Designated Teacher where a looked after pupil has SEND
3. Advise teachers on using a graduated approach to providing SEND support
4. Advise on the deployment of the school's delegated budget and other resources to meet the pupil's needs effectively
5. Liaise with parents/carers of pupils with SEND
6. Liaise with and be a key point of contact for external agencies
7. Ensure that the school keeps the records of all SEND pupils up to date
8. Work with the head teacher and school governors to ensure that the school meets its responsibilities with regard to reasonable adjustments and access arrangements by phoning the school on 0191 3770497 or sending an email to: bowburnprimary@durhamlearning.net

If you would like further information about applying for a place in our school or nursery or about your SEND requirements, please contact us by telephone.

Admission to school

If your child is due to start school in September 2024, you can now apply for their place. Applications can be accessed on-line at:

<http://www.durham.gov.uk/schooladmissions>

Please apply as soon as possible, the deadline is midnight on 15th January 2024. If for any reason you cannot access the on-line application, please contact school.