



Admission Policy

July 2018

(To be reviewed annually)

Contents

IntroductionP3

Nursery Admission for 2-3-year-olds..... P3

Nursery Admission for 3-4-year-olds.....P4

Admissions for 2-3-Year-Old Children and 3-4-Year-Old Children.....P5

Reception Admission.....P6

Applying for a place in Years 1-6.....P8

Definitions.....P9

Introduction

This Policy outlines the Admission arrangements for Nursery (2-3 year olds and 3-4 year olds), Reception and Years 1-6. It states both School and Local Authority arrangements where applicable.

Nursery Admission for 2-3-Year-Old Children

1.1. Nursery Places Available

The school offers up to 30 full time/60 part time 2-3-year-old Nursery places each year; we admit children to our 2-3-year-old Nursery at any point during the year. We do not admit children before they are two years of age. Children will not be admitted to our 3-4-year-old Nursery until the September after their 3rd birthday.

1.3. Applying for a Nursery Place

If you would like to apply for a Nursery place in our 2-3-year-old provision, we ask you to contact us to register your child's name any time after their first birthday - it is not necessary to register your interest earlier than this. Registering your child's name with us, even shortly after their birth, does not guarantee your child a place. Once we have your details, with your permission, we will keep them 'on file' until it is time for you to make a formal application.

1.4 Application Form

Before your child is due to start, we will contact you to check that you still require a place and then contact you to ask you to complete an application form. On this form, you will need to include:

- your child's full name
- your child's date of birth
- the address at which your child is living
- the names and addresses of all parents and carers
- contact telephone numbers for parents and carers

If we do not receive your acknowledgement of the offer within 2 weeks of it being made available, then your child's name may be removed from the waiting list.

Nursery Admission for 3-4-Year-Old Children

2.1. Nursery Places Available

The school offers up to 60 fulltime 3-4-year-old Nursery places each year; we admit children to our Nursery Class in the September following their third birthday. We do not admit children before they are three years of age in this provision.

2.2. Applying for a Nursery Place

If you would like to apply for a Nursery place in the 3-4-year-old Nursery, we ask you to contact us to register your child's name any time after their second birthday - it is not necessary to register your interest earlier than this. Registering your child's name with us, even shortly after their birth, does not guarantee your child a place. Once we have your details, we keep them 'on file' until it is time for you to make a formal application.

2.3 Application Form

In the January before your child is due to start the Nursery in September, we will contact you to check that you still require a place and then write to you to ask you to complete an application form. On this form, you will need to include:

- your child's full name
- your child's date of birth
- the address at which your child is living
- the names and addresses of all parents and carers
- contact telephone numbers for parents and carers
- the category under which you are applying (see below)

The deadline for you to register their interest is **1st March**. If we do not receive your application form by this date, we will assume that you no longer wish to apply for a place for your child and we will remove your child's name from our waiting list. We may have places available throughout the academic year, but there is no guarantee.

Admissions for 2-3-Year-Old Children and 3-4-Year-Old Children

3.1 Nursery Admission Criteria:

As much as we would like to, we cannot always offer everyone who applies a place in our Nursery Class. In deciding who gets a place and who does not, we use the following rules or **Admission Criteria**. We give priority to children in the following categories:

Category 1 : any child with a medical or social need, including children in LA care

Category 2 : any child who has an older brother or sister in school at the time of admission

Category 3 : those children who live closest to the school by straight line distance

Category 4: By Date of Birth – older children will have a greater priority.

Once we have given places to children with specific needs or those with brothers or sisters already in school, we then consider all the remaining applications by ranking them by the distance of the applicants' address from the school. This is done by 'straight line distance' from school to home. The number of places available to new families is therefore dependent each year on the number of applications we receive from families who already have children at the school. The more children there are with older brothers and sisters in the school, the fewer places there are for children who do not. This can, of course, change every year. Date of Birth is another factor that is taken into account.

3.2 Appeal

Parents do not have the right to appeal for Nursery admissions.

3.3 Offering you a Place

For our 2-3-year-old Nursery we intend to make our offers for places following the completion of the school's admission form.

For our 3-4-year-old Nursery we intend to make our offers for places following the national offer date for Reception places. We do this because we have to know who

has been offered a place in our Reception Class before we can offer our Nursery places. You should therefore hear from us by the end of **April**.

For our 2-3-year-old and 3-4-year-old Nursery, if we are able to offer you a place, we will then ask you to confirm in writing that you wish to accept the place. The offer letter will include details of the induction process for your child and how we will work with you between this stage and when your child joins us. During this time, you will be asked to provide original documents to prove that you and your child live at the address you have given. Where this cannot be proven, the offer of a place may be withdrawn. If we are unable to offer you a place, we will contact you to explain why this is so. All of the children who are not offered a place are placed on our waiting list in ranked order of distance. If some of those who have been offered places decline them, we will then offer available places to those on our waiting list.

3.4 No Guarantee of Reception Place (Very Important)

It is very important that you understand that if your child is offered a place in our Nursery Class, there is **no guarantee that your child will be offered a place in our Reception Class**. Having a Nursery place at the school is not used by the LA Admissions Team as a reason to allocate your child a place in the Reception Class.

4.1 Reception Admissions

APPLYING FOR A PLACE IN RECEPTION CLASS

Currently, the school is able to offer **60 full-time** places (our Planned Admissions Number or PAN) each September to children for our Reception Class. Children join the Reception Class (and have a secure place until Year Six) in the September following their **fourth birthday**.

4.2 Applying for a Place in Reception

Parents of all children have to apply for a place for their child to join our Reception Class; even if your child is already in our Nursery, you must still apply for a place. All applications for Reception Classes in Manchester are managed by the LA's Admissions Team. You will need to complete an application form (which can be completed on line) sometime during the Autumn Term in readiness for the following September. If your child attends our Nursery Class, your child's name will be sent to the LA and you will automatically be sent details about how to apply online for your

child's Reception place. If your child does not attend our Nursery Class, you can register your child's name with Manchester LA (details below).

4.3 Reception Admissions Criteria:

In deciding who gets a Reception place and who does not, the LA's Admission Team uses the following rules or **Admissions Criteria**. Priority is given to children in the following categories:

Category 1 : any child with a medical or social need

Category 2 : any child who has an older brother or sister in school at the time of admission

Category 3 : those children who live closest to the school

Note that there is no priority given to children simply because they already attend our Nursery Class.

Once places have been given to children with specific needs or those with brothers or sisters already in school, all other applicants are then ranked according to an accurate straight-line distance from the school. The remaining places (up to 60 places in total) are then allocated to children starting at the top of the list. Those living closest to the school are therefore offered places before others. Children who cannot be offered a place at this school will be offered a place at another school. Only when a child can be offered two or more places, is the parent's preference taken into account.

4.4 Application Form

When you apply for a Reception place, you do so via the Local Authority in which you live. So, if you are a Manchester resident you will apply to the Admissions Team in Manchester. You can apply **online** for a Reception place anytime between September and the application deadline which is usually in January.

4.5 Offer of a Place

All Local Authorities offer places for Reception Classes on the same day. This is usually in April. You will receive a letter from your Local Authority letting you know which school you have been offered. If you wish to accept, you will need to do so

within a short timescale. Please contact the school to inform us that you have been offered a place and that you want to accept this.

4.6 Appeals

If your child is not offered a place at this school, you have the right to submit an appeal. In doing so, you must present a very strong case as to why your child should attend this school rather than the one which has been allocated to them. Once you have submitted your appeal application, you will be invited to attend an appeals hearing and present your case to an independent appeals panel. It is their role to listen to your case and decide whether or not it is strong enough for your child to be admitted to the school you have chosen.

5.1 Applying for a place in Years 1-6

Our **Planned Admissions Numbers (PAN)** is 60 for the classes from Reception to Year 6. We therefore do not admit more than 60 children in any year group unless there are exceptional circumstances why we should do so. This is so that we can offer all of our children quality provision and a level of safety that is not affected by larger classes or overcrowding.

If you would like to apply for a place in our Reception Class or in Years 1 – 6 because your child is transferring from another school, you can contact the school directly to see if there are any places available. If we can offer you a place, you will be asked to contact the LA Admissions Team to complete your application or transfer papers. If we have a place available, you may be offered a place immediately.

If we do not have a place available, you can ask to be placed on a waiting list administered by the LA Admissions Team. Children on the waiting list are prioritised according to the distance they live from the school. When a place does become available, we will contact you. If you have a number of children and would like them all to join the school, we may not be able to offer a place to all of your children at the same time; we may be able to offer some places immediately whilst your other children may have to be placed on the waiting list. Accepting a place for one child does not guarantee you places for the other children as these year groups may be full. Clearly, you must consider how practical it is for your family to have children attending different primary schools.

6.1 What Happens on the day of admission?

Admissions – Reception – Year Six:

- The Manchester LA Document must be used for children transferring 'in-year'.
- Admission details are completed – key details plus 'baseline' information.
- Where possible, meeting the family and child/ren and completing the necessary admission forms should take place in the week prior to the child joining their new class on the following Monday - translators can be booked in advance if required.
- Admission of child/ren into class should be coordinated so that they fall between 9:00 and 10:00 on a Monday
- Family and child/ren will be introduced to key staff members during their induction visit.
- Family and child/ren will have the opportunity to take a tour around the school, where they should have the opportunity to meet the teacher and the staff of the class they are due to join.
- Family and child/ren will be informed about the content of the curriculum and the routines of the school day.
- Feedback to be given to parents at the end of the first day that the child/ren attend as to how well the child/ren are settling into school life.
- Preliminary assessments to be undertaken within the first two weeks. First Language Assessment where appropriate.
- New pupil is to be paired with another child – same first language where required.
- **At the end of the first half term, parents are contacted as a courtesy call to ensure children are settling in – staff in the office to take responsibility for this.**
- All new children and parents to meet a member of the Senior Management Team at the time of admission.

NB. It is important to note that during the school year, in order to best support/meet the needs of a particular child and/or a particular class (all year groups, Nursery – Year 6), the school may feel that a change of class is necessary. For example, moving a child from Rec 1 to Rec 2. This would always be discussed with the parent/carer but ultimately, the school will make the final decision.

7.1. Definitions:

LA – Local Authority

PAN – Planned Admission Numbers

Signed: Mr Matthew Cordwell (Assistant Head)

Date: July 2018

Admission Policy