



CHEETWOOD COMMUNITY PRIMARY SCHOOL

NURSERY ADMISSIONS POLICY

Approved by the Governing Body

Signed

A handwritten signature in black ink, appearing to read "HOS.", is placed over a light grey rectangular background.

Chair of Governors

08.02.2023

To be reviewed as and when required

Judged to be GOOD by Ofsted in March 2018.

"This is a highly inclusive school, where everyone feels safe, respected and valued."

1. Introduction

Cheetwood Community Primary School has a 26 place nursery which operates from 8:45am – 3:15pm each day, term time only (38 weeks a year). This document outlines the Admission Policy for Nursery places at Cheetwood Community Primary School. It sets out the criteria that the Governors will adopt in determining the admission of children to our Nursery class.

2. About our Nursery

Cheetwood Community Primary School is located in close proximity to the city centre of Manchester. We are fortunate to offer a large Nursery indoor and outdoor space, taking benefit from other areas of the school, including our recently refurbished sports hall and football pitches. We offer Nursery places to children from 3 years old. All children at Cheetwood are offered 30 hours FULL TIME place, regardless of eligibility. Before school provision is on offer from 8am at a cost of £3 per week.

We firmly believe that when children are able to access full time provision from Nursery they settle better and are more successful in their learning.

3. Admissions

Children become eligible for admission the term following their third birthday. Children start at the beginning of the Autumn, Spring or Summer term. When the number of requests for admission exceeds the number of places available, children are admitted in the following priority order:

Category 1 - children who are looked after by a local authority and children who were previously looked after by a local authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)

Category 2 - children with exceptional medical/social needs

Category 3 - children with a sibling at the school

Category 4 – children who have moved into Manchester and are without a Nursery place

Category 5 – all other children

Within each category, applicants will be prioritised according to the distance between the child's permanent address and the school. Distance will be measured in a straight line from the centre point of the child's permanent home address to the centre point of the school as defined by Local Land and Property Gazetteer (LLPG), and using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

Notes:

Category 2 - Exceptional medical/social needs

- If a parent has chosen a particular school because the child has exceptional social or medical circumstances or the parent is disabled, this should be indicated with the reasons for choosing the school. Parents must also provide a letter from a doctor or social worker as supporting evidence.
- If supporting evidence is not supplied the application will be refused.

Category 3 - Sibling

- A sibling is defined as an older brother or sister attending the applied for school when the applicant will take up the place and living at the same address. This includes adopted siblings, stepsiblings and foster children

Category 4 – New to Manchester

A child is considered new to Manchester when they:

- Move into the city from abroad and make an application within the same academic year;
- Move into the city from another LA and make an application within the same academic year and it is unreasonable to expect them to attend their previous school.
- A child who is new to Manchester will be prioritised for their preferred schools. These applicants have not had the opportunity to apply during the normal admission round when they may have had a reasonable chance of being offered a preferred school.

The Governing Body has the right to alter the admissions procedure for Nursery places as Nursery education is not a statutory requirement.

4. Applying for a Nursery place

To apply for a Nursery class place you need to contact the school directly. All parents will need to fill in a Nursery Class Application Form which can be obtained from the school reception. Please call in or telephone 0161 834 2104.

Once we have received your form your child's name will be placed on our waiting list. As soon as a place is available we will contact you by phone and in writing if we cannot get in touch with you on the contact numbers you have given. You will be given a deadline to respond and accept the place. If you do not respond by the deadline given, we will offer the place available to another child on the waiting list.

If we cannot offer you a place, your child's name will remain on the waiting list and we will contact you if a place becomes available. No child will be refused a place because of gender, race, religious belief, academic ability or aptitude.

5. Starting in our Nursery

There is a gradual admission process in the nursery.

5.1 Admissions Meetings:

You will be invited to an admissions meeting to complete your admissions form and share important information with the school. This is the start of the relationship between home and school.

5.2 Home Visits

All children who start in our Nursery have a home visit. This is where the Nursery teacher will attend the home to meet with the parents/ carers and child. This is the start of the relationship between home and school.

5.3 Staggered starts

In order to ensure a smooth transition to school we require parents/carers to stay with their child for some time in the Nursery. The children then gradually build up their time in Nursery until they are attending full time. This process normally a few days but this can change dependent on the individual. The Nursery team will discuss this with you at your home visit.