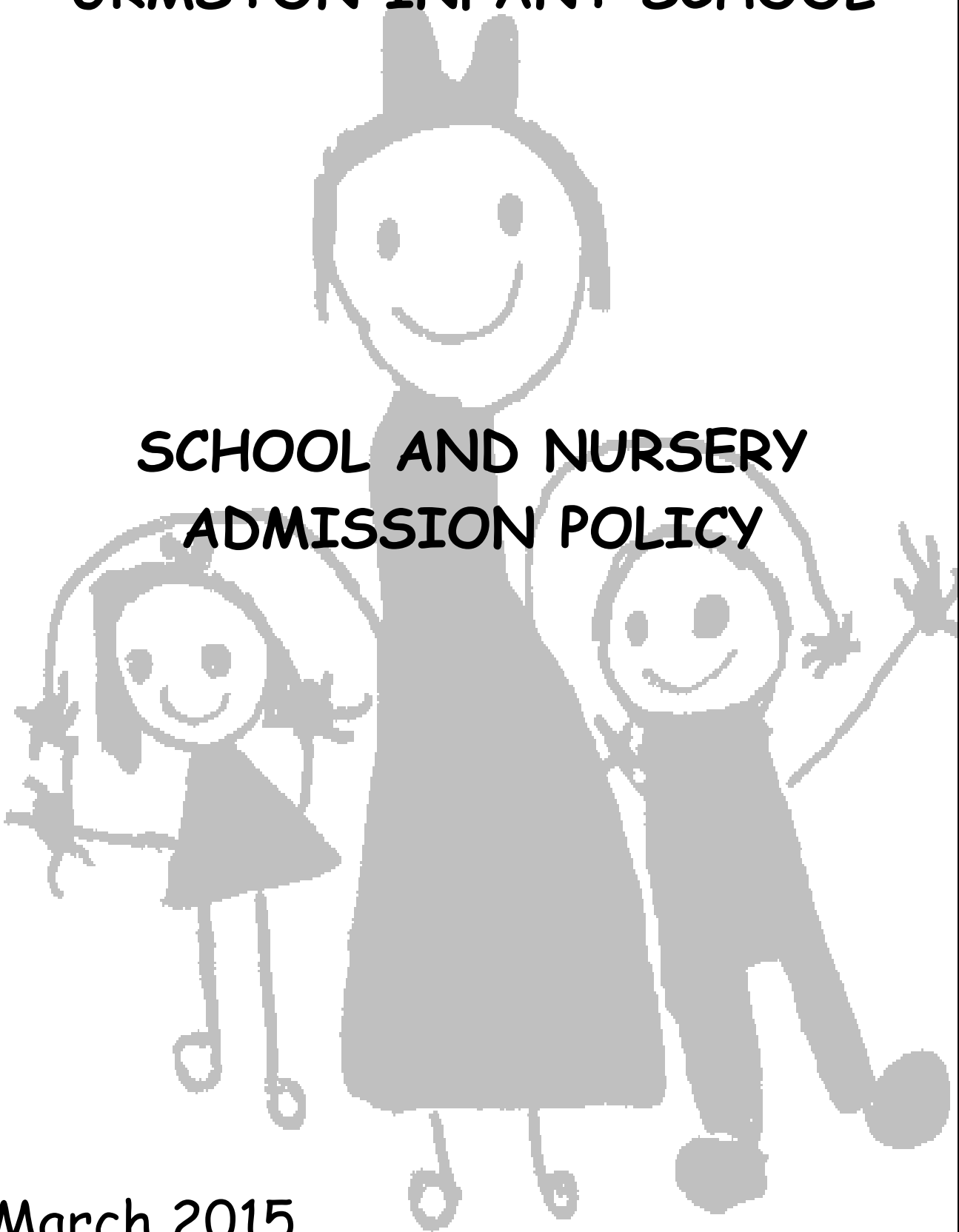


URMSTON INFANT SCHOOL

SCHOOL AND NURSERY ADMISSION POLICY



March 2015

SCHOOL AND NURSERY ADMISSION POLICY AND PROCEDURES

Main School admission policies are the responsibility of the Local Authority who operate a co-ordinated admissions scheme. Each Trafford school serves a particular area but parents may apply for a place in any school by completing a CAF(Common Application Form).

For general enquiries regarding admission procedures in Trafford Schools contact School Admissions at Trafford Council 0161 912 5007

When offering main school places, parental preference is agreed wherever possible.

If the number of requests to attend Urmston is greater than the number of places available, the Local Authority admissions criteria is followed (see below).

Nursery Admissions

Planned admission number 52 part-time places (26 morning and 26 afternoon places)

Parents may apply for their child to be admitted to the part - time 52 place Nursery which operates on 5 mornings and 5 afternoons a week. This is 15 hours per week and is fully funded by the government. There is great demand for the limited number of places available and parents should register children as soon as possible. The nursery admission form is available from the school office or can be downloaded from the school website. It should be completed after the child's 2nd birthday and returned directly to school to apply for a place for the September after the child's 3rd birthday. Completed forms need to be in school by the end of January prior to your child starting nursery and parents are informed about the allocation of places at the beginning of March.

Acceptance of a place at Urmston Infant School Nursery is dependent on your not accepting a place at another school nursery and that your child's full 15 hour nursery entitlement will be provided by us.

Eligible children are those who are 3 years old with a date of birth that falls between 1st September and 31st August.

Nursery admission does not guarantee or give preference in the allocation of a school place.

Main School Admissions

Planned admission number - 70 places

Eligible children: children who are 4 years old with a date of birth that falls between 1st September and 31st August. Trafford Council CAF must be sent to the Local Authority by February.

Admission Criteria - priority for applications for school and **over subscription criteria for Nursery:**

1. Looked after children
2. Children living in the designated area who will have a sibling on roll at the school at the time of admission
3. Other children living in the designated area served by the school / nursery
4. Children living outside the designated area who will have a sibling on roll at the school at the time of admission
5. Other children living outside the designated area

Note: children with statements of Special Educational Need which name the school / nursery on the Statement will have automatic entitlement to a place at that school.

If there needs to be a tie-breaker within a category, those living closest to the school will have priority for any places available, (ie the shorter the distance the higher the priority). Distance will be measured on a standard OS map from the entrance of the home address to the main entrance of the school on a straight line basis.

In the event that applicants cannot be separated using distance, the allocation of a place will be by lot.

Definition of terms:

Designated area = defined in notes available at the school or from Trafford School Admissions

Distance tie = within 10 metres

Home address = the child's home address is taken as the address of the person with parental responsibility with whom the child lives

Sibling = a sibling is taken as another child of the same family unit and the same household

Parents are requested to present the child's birth certificate if the child is entering school/nursery for the first time.

Applications for places at Urmston Infant School often exceed the places available. Although places are allocated in accordance with the criteria set by Trafford Council, listed on the previous page, it helps to facilitate effective planning if parents register all applications as soon as possible.

Parents will be informed about the detailed arrangements for admission the year before the academic year of entry. Details are published by Trafford Council and CAFs are available from School from October Application forms must be completed and returned to Trafford school admissions according to the published timetable.

The Headteacher will arrange meetings for parents, home visits and give dates when the children are invited into school. The school has a policy of home visits before a child starts at the nursery. This involves the class teacher coming to visit the parents and child at home to talk about school and getting to know the child before they come into nursery. Main School admissions: for the first few days we split the children into two groups with one group coming in the morning and one group in the afternoon. This means that there are a small number of children in each class thus enabling both the child and the teacher to get to know each other well.

Parental preference is refused only if compliance with the preference would prejudice the provision of efficient education or the efficient use of resources.

Parents of pupils who have not been allocated a place have recourse to the Appeals Procedure details of which are available from Trafford LA.

Arrangements to view the school prior to application

Due to the large number of applications received the Head Teacher is unable to respond to requests for individual tours of the school immediately. If parents wish to undertake a tour, they are asked to contact the school office (☎0161 748 4262) so an appointment can be made.

Please give plenty of notice to ensure a convenient time can be arranged.

Children transferring from other schools during the Infant Stage

Further information is available from Trafford LA. Please contact School Admissions, Trafford MBC 0161 912 5007

Full records of children's academic progress are kept in all primary schools today and these are requested when a child comes from another area, or are transferred if a child moves on.