

# GETTING A PLACE IN NURSERY OR SCHOOL - A STEP BY STEP GUIDE.

(SEE THE ADMISSION POLICY FOR MORE DETAILS OF PROCEDURES / REGULATIONS)

## NURSERY

We have a nursery class attached to school. Children have part time places of either 5 mornings or 5 afternoons.

All the children start nursery the September after their 3<sup>rd</sup> birthday - this means some of the children may be just 3 and some may be nearly 4.

Applications are made for nursery places directly to school.

Nursery application forms are available from the school office any time after your child's 2<sup>nd</sup> birthday and are returned to the school office.

We offer places during the Spring term and you will know at the end of March if your child has been offered a place.

We have 52 part time places in Nursery. In the event that more than 52 children apply for nursery places we apply our oversubscription criteria, which is in line with the local authority's priority for applications for school.

This is laid out in detail in our Admission Policy.

If you would like to discuss your child's needs, look around the nursery or have any questions at all we are happy to help - just phone the school office.

(Please note that attending our nursery does not give priority in gaining a place in school)



## SCHOOL

We admit 70 children into our reception classes.

Children start in reception in the September after their 4<sup>th</sup> birthday, so some are just 4 and some may be nearly 5.

Admission to school is done by application to the Local Authority.

Forms are available from the end of October 11 months prior to your child starting school. You cannot apply for places before this time. Application forms are available from nursery or from school but must be returned to Trafford Local Authority.

Applications can also be made on line at [www.trafford.gov.uk/content/admissions/login.asp](http://www.trafford.gov.uk/content/admissions/login.asp)

Places are allocated according to the local authority's set priorities. These are laid out in detail in our Admission Policy.

Places are allocated during the Spring term and you should hear by the end of March which school your child has been allocated. There are also details of the appeals process and waiting list arrangements if you have not been allocated your 1<sup>st</sup> choice school.

(If you would like to make an appointment to look around the school and discuss any issues please telephone the school office and make an appointment.)

