

## THE WILLOWS AND HAVELEY HEY PRIMARY SCHOOLS



### Admissions Policy for Nursery-aged Children 2019/20

- The schools will provide full time places for children who reach the age of three between 1<sup>st</sup> September to 31<sup>st</sup> August of the previous academic year.
- Full time (30 hours) places are provided free of charge to children resident within the Manchester City Council boundaries and provided that:
  - 1 they live in postcode areas designated by the City Council (these include all Wythenshawe postcodes *OR*
  - 2 they are in Local Authority care, or have been referred by a social worker or Family Recovery worker, or have an agreed child protection plan or family action plan *OR*
  - 3 they have a disability or SEN.
- Parents or carers resident outside the city boundaries who wish to apply for a place should consult the school concerned for advice.
- The priorities for admission are:
  - 1 children in Local Authority care
  - 2 children with exceptional medical/social needs
  - 3 siblings of children who already attend The Willows or Haveley Hey and who are living at the same address
  - 4 distance from the school as measured in a straight line
- Children cannot be admitted to nursery until they are aged three.
- We aim for all children to be admitted to nursery before the end of September. Each child will be assessed on their individual needs. If teaching staff judge that a longer transition is needed then they will work with parents/carers to meet the needs of the child.
- Younger children who are not yet three will have to wait until January for a place.
- Occasionally older children, those born between September and December, can be offered a place before they are due to start and therefore spend four or five terms in nursery.

### Procedure

- Please contact the school administrator, if you wish to be place your child's name on the nursery waiting list and complete the form.
- Putting your child's name down early does not guarantee a place.

- Names need to be on the waiting list by the beginning of the term (ie at the end of the Easter holidays) before they are due to start nursery.
- You will be notified of the place before the May half term holiday. Once accepted, a home school transition programme will be organised for your child by the nursery team.
- The school administrator will be able to provide further information.

Advice on admission for Reception- aged children:

- Manchester Local Authority is responsible on behalf of the schools for admission for all reception places, including children who are already in nursery.
- The Local Authority forms must be completed and sent in an envelope provided with the admission form.
- The forms need to be sent by a nominated date in December the year before your child is due to start reception.
- A late application could result in your child not getting a place at the school of their choice.
- Parents who have a nursery place do not automatically get a reception place at the same school.
- If you need any further advice, please come into school and speak with the school administrator or phone school to make an appointment to speak with the Early Years Leader.