



Kingsway Primary & Nursery School

Admissions

Nursery

The Nursery unit is able to offer 52 part-time places consisting of 26 morning places and 26 afternoon places. We are usually able to offer some places as full time places if parents pay for "top up" sessions. Offers of places in the Nursery are in line with our admissions policy.

Parents who wish to apply for a place in the Nursery should contact school for an application form. The children's names are placed onto the Nursery waiting list as soon as we receive the completed application form. Due to the demand for places, parents are advised to apply as early as possible. Nursery places may be offered earlier if there are vacancies. However in order that children can benefit fully from Nursery education, attendance is usually for a minimum period of 12 months. Parents are informed in writing if a place is available for their child.

School

Children starting school at Kingsway are admitted following the Trafford Policy for School Admissions:

- In September of the year during which the child's fifth birthday falls between 1st September and 31st August.
- **Parents will be asked to fill in a form stating their preferred choice of school for their child.** This form will need to be completed by a set date and returned to School Admissions Team, 4th Floor, Waterside House, Waterside, Sale, M33 7ZF.
- The Head will contact parents in June to arrange a meeting in school in order to explain the admission dates and procedures. Parents of new children will be provided with full details of

holidays, starting dates, school procedures and class organisation at the time of the meeting.

- Before starting school, arrangements are made for new admissions to the Reception class to visit their new class. on two separate occasions.
- If there is anything parents feel we should know about their child, however insignificant it may appear, please do not hesitate to pass on this information.

School Hours

Nursery	morning session	8.45 - 11.45am
Nursery	afternoon session	12.15 - 3.15pm

Reception & Key Stage 1

Reception	morning session	8.55 - 11.50am
Year 1 & 2		with a 15 minute break
	afternoon session	1.00 - 3.15pm
		with a 15 minute break

Key Stage 2

Years 3, 4, 5 & 6	morning session	8.55 - 12.10
		with a 15 minute break
	afternoon session	1.00 - 3.20
		with a 10 minute break

Date agreed by Governors: _____

Signed: _____ Chair of Governors

Signed: Headteacher

Date of review: