



Admissions Policy (including Nursery)

Approval date	30/09/25	
Review frequency	Annual	
Date of next review	September 2026	
Signed by Headteacher	Kate Baskeyfield	<i>Kate Baskeyfield</i>
Signed by Chair of Governors	William Moore	<i>W Moore</i>

Document control	
Policy title	Admissions Policy (including Nursery)
Last reviewed	September 2025
Written by	Kate Baskeyfield (Headteacher)
Approved by	William Moore (Chair of Governors)
Approval date	30/09/25
Recorded at	Full Governing Body
Date of meeting	30/09/25
Review frequency	Annual
Date of next review	September 2026
Status	Statutory
Published on website	Yes



If you have any questions about the content of this policy:

- If you are a member of staff – speak with your line manager or a member of the leadership team
- If you are a parent / carer – contact the school office on 0161 748 1867
- If you are another interested party – contact the school office on 0161 748 1867

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 the Trafford Local Authority 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.

1. Requests for admission

(a) Applications for places for children in nursery classes should be completed by parents on the Nursery admission form and submitted to the Headteacher.

(b) The Headteacher/School Office must keep an application list of pupils who are seeking admission.

(c) The inclusion of a child’s name on the application list does not constitute a promise of a place. The Headteacher are advised not to make any statements to parents concerning the likelihood of places being allocated to their children as this could be construed as promises of places.

(d) Applicants for places in nursery classes need to be made aware that admission to the nursery class does not constitute a promise of a place in the primary or infant school to which the class is attached. Similarly, parents need to be aware that attendance in the nursery class does not preclude the admission of their child to any other infant or primary school in the area.

(e) Normally no places are available in the nursery class for children under the age of three.

(f) Most children will attend nursery class for three terms prior to the September admission into reception class. All parents are entitled to 15 hours of free nursery provision for their child. Eligible parents can now claim 30 hours free provision for their child. Both parents need to earn the equivalent of 16 hours at National Minimum Wage.

Where places are available parents may pay for top up sessions to increase the nursery provision. If places are available it may be possible for children to attend for more than three terms. Where such places are available they will be offered at

the discretion of the Headteacher, taking into account the age and development needs of the child.

(g) Where children are accommodated full-time the Governing Body will put in place child-care for the lunchtime period between the morning and afternoon sessions.

2. Determining priorities for admission

(a) Nursery classes may serve a wider community than that normally served by the main school. This is reflected in the admissions policy.

(b) Where nursery classes are over-subscribed priority will be given to children in the following order:

- i. Looked After Children
- ii. Children with a statement of Special Educational Needs
- iii. Children in the catchment area with siblings attending the main school
- iv. Other children in the catchment area
- v. Children outside the catchment area with siblings attending the main school
- vi. Other children

Should the Nursery still be oversubscribed offers of admission are prioritised according to the distance from home to school, measured by a straight line on an Ordnance Survey map from home to the front gate of the school. The shortest distance is given priority.

In the event of oversubscription in any one category distance from home to school will be the determining factor in offering a place.

3. In-Year Admissions

On occasions the number of vacancies may make it possible to offer a Nursery place to children who have not reached their third birthday by 1st September deadline.

Children whose birthday lies between 1st September and 31st December may be offered a place in the Nursery starting in the following January.

Similarly children whose birthday lies between 1st January and 31st March may be offered a place starting in April of that year.

These places will be offered in strict age priority.

Children who are admitted into the Nursery in the above circumstances will not enter school at an earlier date. They will start school, as now, in the September of the academic year in which they are five. This may involve children spending five terms rather than the normal three terms in the Nursery.

4. Informing parents of the outcome of their applications.

- (a) The Headteacher will inform all applicants for places whether or not their children are to be admitted. In the case of September admissions letters will normally be sent out at the end of the Spring Term in line with the nationally determined offer date for admission to primary schools.
- (b) Admissions at other times of the school year will be made by the Headteacher, subject to there being suitable vacancies. The same criteria for the selection of pupils, as specified in paragraph 2(b) of this document, will be applied.

5. Attendance at the Nursery Class

- (a) Where places in nursery classes are limited, parents should be advised that a poor record of attendance may lead to the place for their child being given to someone else.
- (b) Top up sessions will be charged for in advance and refunds will not be given for non-attendance.

6. School Policy on Nursery Admissions

- (a) All applications for admission to nursery classes should be made to the Headteacher.
- (b) All parents requesting a nursery place for their child should be given a copy of these admission arrangements.
- (c) These nursery admission arrangements should be made available to parents. They should be endorsed by the Governing Body of the school and the Governing Body should review these admission arrangements annually.

7. Top up sessions

Top up sessions are available to parents at a cost of £15 per session in order to increase provision to full days. Parents will be asked to sign contracts for the number of top up sessions they require and will be invoiced in advance on a monthly basis. If sessions are not paid for in advance the school reserves the right to withdraw the top up place. Sessions are not available on an ad-hoc basis.

All days will have to be paid for, including those missed due to sickness or holidays. The additional hours can only be accessed by children already receiving their free 15 hour entitlement at our Nursery and all admissions are bound by the Nursery admission policy. Parents will need to provide children with a packed lunch.

If Nursery staff feel that a child is not ready for top up sessions, the school reserves the right to withdraw the offer. Parents will be informed and the school will work with parents to increase the number of sessions where appropriate.

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 electronically from the Trafford Website.
<https://www.trafford.gov.uk/residents/schools/school-admissions/Admissions.aspx>
- Parents of new children will be provided with full details of holidays, starting dates, school procedures and class organisation once allocated a place.
- 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

	Morning session	Afternoon session
Nursery	8.45 – 11.45am	12.15 – 3.15pm
Reception	8.45 – 11.50am	1.00 – 3.15pm
Key Stage 1 (Y1&2)	8.45am – 12.00pm	1.00 – 3.15pm
Key Stage 2 (Years 3 to 6)	8.45am – 12.15pm	1.00 – 3.20pm