

# **KINGSWAY COMMUNITY TRUST**

## **NURSERY ADMISSION POLICY**

# Nursery Admissions Policy

## Nursery Admissions

We offer 60 full time Nursery places each year for children wanting to join our Nursery classes. Our intake for Nursery takes place in September.

Children's names are placed on our waiting list and places are allocated by the school in the following priority order:

1. Children in Local Authority care
2. Children with exceptional medical/social needs
3. Siblings of children who already attend our school and who are living at the same address
4. Siblings who attend Cringle Brook and who are living at the same address

Distance from the school as measured by 'Freemapstools' distance tool.

## Applying for a Nursery Place

To apply for a Nursery place you can complete the Nursery electronic Admission Form found on the Admissions page of our school websites.

You can put your child's name on our waiting list at any time. Once we have confirmed a final list of all children wanting a place, we allocate places based on the above criteria. If we cannot offer you a place, your child's name will remain on our waiting list and we will contact you should a place become available during the year.

A settling in transition timetable will be set individually for all children starting Nursery. Children will only attend either mornings or afternoons when they are first admitted and their time in nursery will increase gradually until they are attending full time when they are able to access the provision independently. This includes independent toileting unless a specific barrier has been identified. This settling-in process will always be discussed with you and with the child's best interest as the first consideration.

The school is allocated funding for 15 hours a week for all children and allocate additional school budget to provide full time 30 hour places. However, there may be times when some children will gradually increase towards these hours over a period of time depending on a child's settling in.

Working parents may qualify for 30 hours funding which the school office can advise on or see link below. They are encouraged to apply in order to increase funds available for the school.

<https://www.gov.uk/check-eligible-free-childcare-if-youre-working>

A place in the nursery class does not guarantee your child a place in the Reception class at the school. Reception admissions are managed by Manchester School Admissions in accordance with Manchester City Council's Education Department guidelines.