



## Admission Arrangements Policy

*Reviewed October 2013/October 2014/October 2015*

*Updated Feb 2017*

Oldham Local Authority is the admissions body for places in Reception to Year 6. Information regarding admissions is available to read online by the following link:

<http://www.oldhamprimaryadmissions.co.uk>

The School Governing Body have this role for places in the school Nursery (60 places available, 30 morning and 30 afternoon.)

You may register your child for a Nursey place from the age of 2 ½ years. Parents are required to provide proof of their child's date of birth and home address (via birth certificate/passport/medical card and a form of a utility bill to confirm the details)

Children are admitted to Nursery from September, following their 3<sup>rd</sup> birthday, if places are available. Attendance will be on a part time basis, morning or afternoons. Admission to Nursery does not guarantee admission into Reception class.

The main areas of priority are:

- Children who have an elder sibling attending the school (living at the same address)
- Children in care
- Children with exceptional medical, social or educational needs
- Geographical proximity and ease of access to the school.

### **Determining choice of morning or afternoon place:**

Parents are asked to state a preference for morning or afternoon sessions. School will take into account the balance between both sessions therefore, it may not be possible to fulfil requests.

### **Informing parents regarding offer of admission:**

School will inform parents if a place is available. This is usually via letter in the post. Parents will then need to accept the place in writing, on the reply form provided.

### **Attendance at Nursery:**

Parents will be invited to bring their child for a visit to Nursery prior to their starting date, to meet the staff and familiarise themselves with their new surroundings.

There will be a staggered admission of new children (not all children will start on the same day). A small number of children will be admitted on the same session.

Places in Nursery are limited. Parents are advised that a poor attendance without good cause may lead to their child's place be given to someone else.