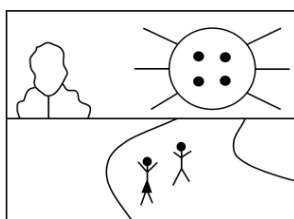
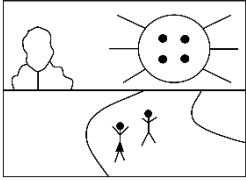


Button Lane Primary School



Admissions Policy (Leadership & Management File)

Reviewed by governing body on 03/04/19	Next Review date 03/04/20
Signed by Chair of Governors M. Rainey	Signed by Headteacher E. Roberts
Written By E. Roberts	Presented to Full Governing Body



Button Lane Primary School

Admissions Policy

Nursery Admissions

Parents/Carers are welcome to make an appointment to visit the Nursery before deciding if they would like their child to join our school. Any parent or carer interested in placing their child's name on the Button Lane Nursery list should complete an application form which can be collected from the school office or downloaded from the school's website.

Button Lane nursery has the equivalent of 60 full time places. If a request for a place is submitted to the school, it will be kept until allocation is made at the end of March each year. Depending on the waiting list, places are allocated to children for admission in the September after their third birthday.

Currently Button Lane Primary offers full time places to allocated children who are **Manchester residents** and the priorities for admission are:

- Category 1-children who are looked after by LA
- Category 2-children with exceptional medical/social needs
- Category 3-children who already have brothers or sisters in the school
- Category 4-children who live nearest to the school.

Occasionally places are offered during the year as children reach their third birthday if there are less than 60 children in the initial intake. These will be allocated according to the admission criteria.

Once a place is allocated, parents/carers will be invited to attend an introductory meeting during which they will be introduced to members of the school team and learn more about the school's policies, procedures and routines.

Home visits will be arranged after this meeting and this will give parents/carers the opportunity to discuss their child's individual needs.

The school reserves the right to reduce the hours of any child if full-time hours are not felt to be serving the best interests of the child concerned or the other children in the nursery.

Induction

An induction period will take place whereby initially parents/carers accompany their child to nursery then the time the child spends at school gradually increases. The increase in time spent at school may be different for individual children.

The school reserves the right to negotiate induction arrangements with parents/carers where this is felt to be appropriate to the particular needs of the child concerned.

Applications

Application forms are available from the school office; to which they should be returned by 31st March before the September they would be due to start.

We aim to inform parents/carers by end of May if their application has been successful.

Please note that a successful Nursery application does NOT guarantee a place in the main school from Reception onwards. This can only be secured by a successful application to the Local Authority at the appropriate time. The Governing Body is NOT the admissions agent for places in the main school and parents should contact the Admissions Team at Manchester City Council (0161-2457166).