



Admissions Procedures

Approved by Trustees: 11th October 2019

Review date: October 2020

HOW DO I GET MY CHILD INTO A LINK LEARNING TRUST SCHOOL?

ADMISSION PROCEDURES FOR NURSERY AGED CHILDREN

We aim to provide full time nursery places for children who are aged three from September 1st to August 31st of the previous academic year. We aim to have all our children admitted to nursery by the end of September.

Occasionally older children, those born between September and December, can be offered a place at nursery a term before they are due to start and therefore complete four terms in nursery.

Parents and Carers should contact individual trust schools if they wish to place their child's name on our nursery waiting list. Admission to nursery is based on age. All trust schools aim to provide full time nursery places.

Putting your child's name on the waiting list earlier does not mean they will get into the nursery earlier. Children's names need to be on the nursery waiting list by the end of the Easter holidays, the term before they are due to start in nursery. Parents and Carers will be notified of a place before May half term holiday.

Once accepted for our nursery a home school transition programme will be organised for your child. This is run by the nursery team.

ADMISSION FOR RECEPTION AGED CHILDREN

Manchester local authority is responsible for admission of all reception places, including children who are already in our nursery. The local authority forms must be completed by parents and sent in the envelope

provided to the local authority by the nominated date in December the year before your child is due to start reception. A late application could result in your child not getting a place at the school of their choice. Parents who have a nursery place at a Trust School do not automatically get a place in reception at that school.

ADMISSIONS FOR ALL OTHER YEAR GROUPS

Contact should be made with Manchester City Council Admissions Team on 0161 245 7166. The City Council will then notify school and children's names will be added to the school's waiting list. If places are available, the Council will notify parents who will then need to contact the school to complete admissions forms and make an appointment to meet with the Headteacher.

ADMISSION CRITERIA

In the event that places are oversubscribed the following criteria will be used to allocate places:

1. Looked After Children.
2. Siblings
3. Distance from School

APPEALS

If your child is not allocated a place at a Trust school and you wish to appeal the decision you will need to contact Manchester City Council. For more information about the appealing a decision, or to find out more about applying for a school place, please use this link to the Manchester City Council website, **www.manchester.gov.uk/admissions**

Each trust school will have further information on their web site with regard to admissions procedures.