

Charlestown Community Primary School



Information about Admissions to Charlestown Community Primary School

Admissions to Charlestown are through the Local Authority Admissions Team and are dealt with centrally for all children from Reception to Year 6.

Nursery places are arranged through the school and not the Local Authority.

Places in Reception classes are dealt with centrally and information about applications are sent to parents / carers and can be completed online, it is important that these are returned in plenty of time to avoid missing the deadline for applications. If you have difficulty completing the application form then contact Caroline Morrison our Home School Liaison Officer at the school.

Morrison.c@charlestown.manchester.sch.uk

Children who attend our Nursery do not automatically receive a place in our school.

Our Pupil Admission Numbers are:

- 52 place Nursery
- 60 place Reception
- 60 place Year 1
- 60 place Year 2
- 60 place Year 3
- 60 place Year 4
- 60 place Year 5
- 60 place Year 6

Appeals:

Every effort is made to make a place available for your child in our school. However, schools have a limit on the number of children they can take. This figure is set by the Local Authority and agreed with the School Governors and the Head teacher. If the number of children wanting a place is below the set figure, they will be admitted. There may, however, come a point when there are too many children in that year group for them all to have a place. If this should happen, priority will be given to children according to a list of carefully agreed criteria, which are published in the Local Authority Admissions Policy.

If a place is not available, you have the right to appeal.

The relevant address for all matters relating to admissions is:

Appeals and Inclusions Co-ordinator
Directorate for Children and Commissioning
Services Integrated Admissions Team
1st Floor
Town Hall
Extension
Manchester,
M60 2LA

Tel: 0161 276 2952

Fax: 0161 237 3407

Starting School for the first time:

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition smooth and rewarding.

Parents of those children who are starting in the Nursery or Reception classes will be invited to a coffee morning at which they will be provided with information about the school, meet the staff and have a look around the classrooms and have the opportunity to ask any questions.

Once you have applied for a place for your child at Charlestown, if your child is in Key Stage 1 or Key Stage 2 or is starting in the Reception class part way through the year, both parent / carer and child are invited into school to meet the Head teacher, tour the school, meet their class teacher and the other children who are in the class. They will be introduced to a new 'special friend' from the class who will take the responsibility of looking after them when they start and show them around school and introduce them to other children to play with.

We make every effort to make sure they are welcomed, looked after and monitored so that they quickly make friends and can find their way around school. Teachers give pupils time to settle in before making an assessment, of their academic ability. This assessment, together with the records from their previous school will enable your child to have the best start in our school. Parents / Carers are asked to contact the school if their child has a problem settling. We promote the partnership with parents.

Moving on – transfer to High School:

Our children at the end of Year 6 move on to a wide range of High Schools/ Academies. Local High Schools / Academies will invite children on a taster day in Year 5 and they will have a transition day in Year 6 with their chosen High School / Academy.

No matter which High School/ Academy our children go to we liaise closely with the staff in the High School / Academy and meet to discuss the children, any additional needs and children's academic abilities. High School admissions are dealt with centrally through the Local Authority

Admissions Team.

If your child has additional needs, then we will try to arrange additional visits to their chosen High School / Academy.

Pilkington Road, Blackley Manchester M9 7BX

Headteacher: Mr B Fletcher

Deputy Heads: Miss C Boocker and Ms S Peters

Tel: 0161 740 3529 Email: office@charlestown.manchester.sch.uk

Website: www.charlestown.manchester.sch.uk



