

Nursery Admissions Policy



June 2026

Approved by:

Last reviewed on: 13th September 2024

Next review due by: September 2026

If you would like your child to attend our Nursery school, please see full details of our admission arrangements below.

ADMISSIONS

Admissions to our nursery are handled by school. Our waiting list can be found on our school website. In recent years we have been able to accommodate all children wanting a place in our Nursery, however, should we have more applicants than places we will award places according to the Manchester LA Admissions Policy which can be found here:

[Manchester Admission Policy](#)

*Being placed on the waiting list **does not guarantee** a place in the Nursery.*

If we can offer your child a place in our nursery, we will contact you by email to make the offer. We will then arrange a home visit and visit your child in their current nursery (if they attend one)

We will make offers to children that are 3 years old before 31st August for a September start and offer. If we have capacity to make additional offers in the school year, you will be contacted at the dates listed below.

Places for September starts will be offered around the Summer 2 Term.

Places for January starts will be offered around the Autumn 2 Term.

Places for an April start will be offered around the end of Spring 2 Term.

Children must be 3 years old before they can be admitted to the Nursery.

We do not offer on a “first come basis”.

You may register your child on our waiting list by clicking on the link below:

[Nursery Waiting List](#)

or by visiting our school website:

[Charlestown Primary School Website](#)

INCLUSION

Charlestown Nursery aims to provide a welcoming and caring environment which values diversity, promotes equal opportunities and has an ethos of inclusion. All children are encouraged to develop confidence and recognise value in their contributions to their learning. Our nursery is committed to offering an inclusive curriculum to ensure the best possible progress for all our children, whatever their needs or abilities.

ENTITLEMENT TO A NURSERY EDUCATION

All 3 and 4 year old children in England are entitled to 15 hours universal free childcare. Some 3 and 4 year old children in England are entitled to 30 hours extended free childcare (15 hours universal + an additional 15 hours).

Charlestown offers children either a part-time or a full-time place based on what the child is entitled to.

Part-time places are given as either a morning session or an afternoon session.

Morning sessions will be 8.40am – 11.40am Monday to Friday.

Afternoon sessions will be 12.05pm – 3.20pm Monday to Thursday and 12.05pm – 2.05pm on a Friday.

You will be asked what your preference timeslot is (morning or afternoon) but it is not guaranteed that your child will get the preferred slot.

Full-time places are 5 days a week. Sessions in Nursery are:

Monday – Thursday: 8.40 – 3.20pm and
Friday: 8.45am – 2.10pm

We offer this for 38 weeks a year in line with the school calendar.

All children regardless of entitlement begin on a part time basis to assess need and develop familiarity. Those children in receipt of a 30 hour code will then transition to full time places. When this happens is at the discretion of the school. Those children not in receipt of a 30 hour code will continue to receive their 15 hours universal free childcare and continue to attend a part-time place.

To find out what your child is entitled to you must sign up and register online on the following website:

[Tax Free Childcare](#)

If you are eligible for a 30-hour code, and you have registered on the above website, you will be given a unique code. This must be given to the school to accept your child's place. Each term, you will be asked to renew your code and give it to school. If the code is not given to school each term, your child may lose their place.

ADMISSIONS POLICY

The responsibility for determining the admissions for nursery age children lies with the Governing Body of Charlestown Primary School.

Charlestown has 52 places available for nursery age children aged 3 & 4.

All children will receive a meal slot during their allocated sessions. Parents can choose to bring a packed lunch for their child or pay for a school meal unless eligible for a free school meal. Parents who are eligible for free school meals can apply via the following website: [Free School Meals](#)

Once an offer is made, children will not start their sessions until the following sessions have taken place:

- Home visit or previous Nursery setting visit
- Stay and play session
- Drop off and play session
- Phased settling in
- 30-hour code submitted (if eligible)

Failure to comply with this will mean that we may withdraw our offer of a place.

ADMISSION CRITERIA

The Governors use the following criteria when prioritising applications, in the order listed below:

1. Looked After Children.
2. Children with a disability or Special Educational Needs (SEN) who are Manchester residents.

3. Children who have a sibling attending the school at the time of admission.
4. Children who are Manchester residents, ranked according to their position on the waiting list, followed by children who live outside Manchester City Council boundaries.
5. Where it is necessary to distinguish between children within the same category, priority will be determined by distance between the child's home and the school, in conjunction with the above criteria.

For more detailed information please consult Manchester Council's website:

[Manchester Admission Rules](#)

APPLYING FOR A PLACE IN THE RECEPTION CLASS

Children who attend Charlestown Nursery do not have an automatic place in the Reception class.

When your child is due to start Reception, applications must be made through Manchester City Council Central Admissions.

REVIEW

This policy will be reviewed regularly, and the school reserves the right to amend the policy throughout the school year.