

# Heald Place Primary School



**Every Child a  
Confident Learner**

## Admissions Arrangements Policy

**September 2025**

## Nursery Admissions:

If you would like to register your child for a place in Heald Place Nursery parents need to:

- Request an application form from our school office and their child can be placed onto our waiting list.
- When making an application for our Nursery class please **ensure that you obtain a copy of the application as this is your receipt and confirmation that it has been received by the school.**

**Note:** Child is not guaranteed to be offered a place at this school so we therefore advise that parents apply to more than one school.

Applications for children who require Nursery places in September 2026 and whose date of birth falls between 01.09.22 and 31.08.23 can also request an application form from our school office.

Your child's details will be placed onto our waiting list and shall be prioritised in the following order:

1. Children who already have a sibling at the school.
2. Children who are Looked After or have exceptional medical / social needs.
3. All other children will be categorised by distance from the school.

The closing date for Nursery 2026 / 2027 applications is **14<sup>th</sup> March 2026**

Any applications received after this date will still be accepted and will be added to the bottom of our waiting list.

Allocations for Nursery 2026 / 2027 will be made in **May 2026** and parents will be contacted if their child is offered a place at Heald Place.

If your child is not successful, they shall remain on our waiting list.

We will **only notify parents of children who are offered a place**.

If your child is allocated a Nursery place we will arrange for some 'transition' this means that we may arrange a home visit and will invite you and your child to visit the school and meet the staff and other children

## RISING 3s – JANUARY INTAKE

- Our Rising 3 children will have their third birthday during the Autumn term and be admitted into school to begin in January.
- The children will be in nursery for five terms in total.
- The parents and carers will be invited to an admission meeting, stay/play/learn events and welcome meetings during the Autumn term.
- **The children must be school-ready. For example To be toilet trained, have self-care skills appropriate for their age (eg: feeding themselves, putting on their coat, shoes etc)**  
**(Unless there is a specific, additional learning need / disability identified)**
- All places will initially be offered on a trial basis and a joint decision will be made about the child's school-readiness.

- For Heald Place Primary School, school-readiness includes the child being independent in toileting and feeding themselves, having basic communication strategies which allows them to convey their wants and needs, ability to separate from the main carer and interest in play with other people.

Please note:

**Your child is not guaranteed a Nursery place even once an application has been made. We therefore advise that you apply for more than one Nursery school.**

**If your child is attending or will be attending our Nursery class, they do not automatically have a place in our Reception.**

**This must be applied for separately to Manchester City Council (please see further details below).**

## **Primary School Admissions (Reception to Year 6 – legal school age)**

School places for children in Reception to Year 6 are dealt with by Manchester City Council's Admissions Team:-

Admissions Team  
 Manchester City Council  
 Town Hall  
 PO Box 532  
 Manchester  
 M60 2LA  
**Tel.** 0161 234 7166  
**Email:** school.admissions@manchester.gov.uk

Parents of **Nursery aged children** must apply to the Manchester City Council for their child's Reception place before the deadline, usually January (e.g. if a child is due to start in Reception Sept 2026 – deadline January 2026)

Applications must be made regardless of whether or not your child is in a school already.

Please check Manchester City Council website for further advice and copies of relevant application forms:

[www.manchester.gov.uk/admissions](http://www.manchester.gov.uk/admissions)

Admissions policy - link to MCC website for Reception school places and any In Year admissions for any other year group:

[How to apply | Apply for a reception class place for September 2026 | Manchester City Council](http://www.manchester.gov.uk/admissions)

[Applying for your secondary school place | Applying for your secondary school place | Manchester City Council](http://www.manchester.gov.uk/admissions)

When your child is due to start Reception you will be contacted by Manchester City Council.

If your child is allocated a place in Heald Place Reception class we will arrange for some 'transition' this means that we will arrange for you and your child to visit the school and meet the staff and other children.