

Heald Place Primary School



Every Child a
Confident Learner

Admissions Arrangements Policy

September 2026

Nursery Admissions

Heald Place Nursery offers places for children aged 3 and 4 years old. Heald Place Nursery has a 52 place nursery with capacity for 13 rising 3s places.

Where applications exceed the number of available places, places will be allocated in accordance with the admissions criteria set out below.

If you would like to apply for a place at Heald Place Nursery, please:

- Request an application form from the school office.
- Return the completed application form to the school office to be added to our waiting list.
- Ensure that you receive a copy of your completed application form. This serves as your receipt and confirmation that the application has been received.

Please note: Submission of an application does not guarantee that your child will be offered a place. We therefore recommend that parents apply to more than one nursery setting.

Applications for children requiring a Nursery place for **September 2027**, with dates of birth between **1 September 2023 and 31 August 2024**, can be obtained from the school office.

Admissions Criteria

Children on the waiting list will be prioritised in the following order:

1. Children who have a sibling currently attending the school.
2. Children who are Looked After Children, or who have exceptional medical or social needs.
3. All other children, ranked according to distance from the school.

Key Dates

- **Closing date for applications:** March 2027
- **Offers issued:** May 2027

Applications received after the closing date will still be accepted and added to the end of the waiting list.

Parents and carers of children who are offered a place will be contacted directly by the school. Parents of children who are not offered a place will remain on the waiting list and may contact the school office to enquire about their child's position.

Nursery Transition

If your child is offered a Nursery place, we will arrange transition activities to support a successful start. These may include:

- A home visit
- Visits to the school
- Opportunities to meet staff and other children

Rising 3s – January Intake

Children who turn three during the Autumn Term may be eligible for our **Rising 3s January intake**.

Admission Arrangements

- Children will start Nursery in January and attend for a total of five terms.
- Parents and carers will be invited to admission meetings, stay-and-play sessions and welcome events during the Autumn Term.
- The school recognises that some children may require support with toileting, communication or self-care due to age, developmental stage, medical needs or special educational needs and disabilities (SEND). Reasonable adjustments will be considered in accordance with the Equality Act 2010.

Examples of school readiness include:

- Being toilet trained
- Feeding themselves independently
- Managing basic self-care tasks appropriate to their age, such as putting on a coat and shoes

The school will work with families during the transition period to ensure that appropriate support is in place to meet each child's needs.

At Heald Place Primary School, school readiness includes:

- Independent toileting
- Independent feeding
- Basic communication skills that enable the child to express their wants and needs
- The ability to separate from their main carer
- An interest in playing and interacting with other children

Please note: Applying for a Nursery place does not guarantee admission. Parents are advised to apply to more than one nursery setting.

Moving from Nursery to Reception

Attendance at Heald Place Nursery does **not** automatically guarantee a place in the school's Reception class.

A separate application for a Reception place must be made through **Manchester City Council**.

Primary School Admissions (Reception to Year 6)

Admissions for Reception and all other statutory school-age admissions are managed by Manchester City Council.

Admissions Team

Manchester City Council
Town Hall
PO Box 532
Manchester
M60 2LA

Telephone: 0161 234 7166

Email: school.admissions@manchester.gov.uk

Parents and carers must apply to Manchester City Council for a Reception place by the published deadline, usually in January of the year their child is due to start school.

For example, if a child is due to start Reception in **September 2027**, the application deadline will normally be **January 2027**.

Applications must be made regardless of whether your child currently attends a nursery or school.

For further information and application forms, please visit the Manchester City Council admissions website:

[Manchester City Council School Admissions](#)

Admissions Policies and Applications

- https://www.manchester.gov.uk/info/500321/primary_school_admissions
- https://www.manchester.gov.uk/info/500323/secondary_school_admissions

Reception Transition

When your child is allocated a Reception place at Heald Place Primary School, we will arrange transition activities to support their move into Reception. This will include opportunities for you and your child to visit the school, meet staff and become familiar with the learning environment.