



# MARTENSCROFT

## NURSERY SCHOOL & CHILDREN'S CENTRES

### Title: Admissions

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<b>School Name:</b>	Martenscroft Nursery School
<b>Author:</b>	A.Davenport
<b>Approved by:</b>	Ajai Singh
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### INTRODUCTION

This document outlines the Admission Policy for Martenscroft Nursery School and Children's Centres. It sets out the criteria that the Governors will adopt in determining the admission of children to both the nursery class, before and after nursery class provision and childcare provision.

### TERMS USED IN THE POLICY

In this policy the following words or phrases have the following meanings:

*The 'school', 'centre' or 'Martenscroft'*

Martenscroft provides integrated care and education for children from 5 months to four years of age. The school provides childcare, nursery class, before and after nursery class provision and school holiday provision.

*Nursery class*

This accommodates children from 3 years to rising 5 years of age. It is a maintained nursery school, operating from 9.00am to 3.15pm each day, term-time only (38 weeks a year). This is full time provision, where children are entitled up to 30 hours nursery education funding per week. Dinner money charges also apply, subject to the provision of meals across the centre, unless your child is entitled to free school meals (FSM).

*Before and after nursery class provision*

This accommodates children from 3 years to 4 years of age and operates from 8.00am to 9.00am and 3.15pm to 4.30pm each day, term time only (38 weeks a year). We have up to 16 places available each day. Please see our charging policy for information about flexible options and charges for this provision.



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### All Year Round Childcare and school holiday provision

This accommodates children from the age of 5 months to 3 years of age. This is a flexible service which is available 49 weeks a year and operates between the hours of 8:00am and 5:00pm. Please see our charging policy for detailed information about our flexible childcare options and charges.

### Home address

We mean your child's normal home address at the time you make the application for a place.

### Sibling

This is a brother, sister, half-brother or sister, adopted brother or sister, or the child of the parent/carer's partner, where the child for whom the nursery place is sought is living in the same family unit at the same address.

## ADMISSIONS

In order to secure a place at Martenscroft Nursery School, the following criteria is applied when allocating places across the setting.

### Category 1

Children with an exceptional social, medical, or special educational need. (Subject to the school being able to meet the child's needs). Children who come under the care of the LA – LAC and previously LAC.

### Category 2

Children of staff members will be given priority for admission to the setting, subject to availability. This supports staff wellbeing and promotes a family-friendly working environment while maintaining fairness and transparency in our enrolment process.



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### Category 3

Children who already attend the setting will automatically be allocated a place in the next room until they leave us.

### Category 4

Children who live within the Manchester Local Education Authority catchment area and have a sibling attending the school when they take up the place.

### Category 5

Children who live within the Manchester Local Education Authority catchment area are prioritised according to the distance between the child's permanent home address and the school. This is measured by aerial distance on a map.

### Category 6

If there are places available after categories 1 to 5 are completed, children who live outside of Manchester Local Education Authority catchment area are prioritised according to the distance between the child's permanent home address and the school. This is measured by aerial distance on a map.

**Please note that the following will not influence your chances of getting a place for your child:**

- The length of time your child's name has been registered on our waiting list
- The length of time you have lived in the local area

## APPLYING FOR A PLACE

To apply for a place, you need to contact the school directly. All parents will need to fill in an Application Form which can be obtained from the school reception or from our website. Once we have received your form your child's name will be placed on our waiting list.



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As soon as a place is available we will contact you by phone and in writing. You will be given a deadline to respond and accept the place. If you do not respond by the deadline given, we will offer the place available to another child on the waiting list. If we cannot offer you a place, your child's name will remain on the waiting list and we will contact you if a place becomes available.

No child will be refused a place because of gender, race, religious belief, academic ability or aptitude.

There is a gradual admission policy in place and all new children to the school will be invited to visit school with their parent/carer prior to taking up the place. In order to ensure the smoothest transition to school as possible we require parents and carers to stay with their child for some time in the Room for the first few mornings. The children then gradually build up their time in nursery until they are attending full time. This process normally takes a week to ten days. The staff team/key worker will discuss this with you when your child starts and devise a personalised approach for each child. For more detailed information, please refer to the Gradual Admission Policy and Procedures.

The Governing Body has the right to alter the admissions procedure as it is not a statutory requirement.

### APPLYING FOR A BEFORE AND AFTER SCHOOL PLACE

Our before and after school club is only available for children who have been offered a place with our Nursery Class. Places are offered on a 'first come first served' basis. You will be asked at the point of applying if you want to purchase this service. Names are then placed in order onto the Before and After School waiting list.



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You will be informed as soon as a place is available. We respectfully ask that parents commit to this place for a full half term and would therefore need to give at least a half term's notice to make any changes.

### APPEALS AND COMPLAINTS

A complaints Policy is available should any parent be unhappy with the way in which their application has been considered. Details are available from the school upon request or you can access the policy on our website.