



# **Whole School Policy for Admissions**

**Reviewed: September 2024**

**ADMISSIONS POLICY**  
ADMISSION to FOUNDATION STAGE  
ADMISSION to SCHOOL

**Admission Arrangements to Foundation Stage**

Applications for a place in the Foundation Stage One (Nursery) can be made at any time.

Children from Calverton are given first priority, then children from nearby villages are considered.

Visitors are welcome at any time. An Application Form is available on line ([www.manorparkcalverton.co.uk](http://www.manorparkcalverton.co.uk)) or can be obtained by telephoning the School or by personal visit.

Children are admitted at the beginning of the term after their third birthday. The following places are offered:-

- 30 hours to those who are eligible Monday to Friday 8.45 am to 3.15 pm
- 15 hours in the morning 8:45am to 11.45 am
- 15 hours in the afternoon 12.15 pm to 3.15pm

Late Foundation Stage Two (full time)  
8.45am - 3.15 pm

**Admission to School**

The Foundation Stage admits children from outside Manor Park Infant School's catchment area. Because of this, and to comply with Nottinghamshire Education Committee's advice on Admission Criteria all the children in the Foundation Stage due to start school are taken off the Foundation Stage Register. Parents are expected to apply to the school serving their home address, or seek a place at any other school of their choice.

Children are eligible to enter full time infant education in the September of the academic year in which they reach the age of 5 years. Parents can, however, defer this full-time place for later in the academic year if this is agreed by Nottinghamshire County Council admissions.

If you live in Nottinghamshire you are not automatically given a place at your local school, even if your child attends the nursery. If your child will be 4 by 31st August 2023 you need to apply for a school place:-

You must apply between the 4<sup>th</sup> November 2024 and 15th January 2025

You can apply online at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)

If you are unable to apply online, contact the Local Authority on 0300 500 80 80 for help with your application.

If you have any problem with any of the above, please call in to the School Office and we will help you.

**Admission Criteria For School**

In the event of over-subscription our PAN is 60, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Children looked after by a local authority.
2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school or linked junior/primary school.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school.
5. Other children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance to the main administrative building of the school.

#### Special Circumstances

The following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

The Local Education Officer will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under "special circumstances" will take precedence over all but the first of the numbered criteria.

Children of Nomadic Travellers will be allocated a place at their catchment area school.

**Reviewed: September 2024**

**Next review: September 2025**