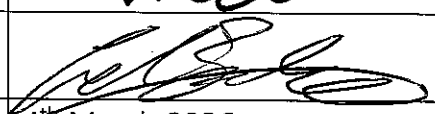
Victoria Park Infant School

School & Nursery Admissions Policy

Approved by:	**Miss D. Vrlec- Head Teacher**	
Approved by:	**Mr Lehi Baker Chair of Governors**	
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Review Date:		3rd March 2027

Victoria Park Infant School & Nursery Admissions Policy

Victoria Park Infant School is a community school and all school places are allocated by the Local Education Authority (Trafford Borough Council).

Places at our nursery are allocated by school, according to our policy which mirrors Trafford Borough Council's admission criteria.

Children are usually admitted into nursery in the academic year that they become four years of age and are admitted into reception in the academic year that they become five years of age.

Admission Criteria (in order of priority)

1. Looked after children
2. Brothers and sisters of children in Reception to Year 6 (Victoria Park Junior School) living within the catchment area
3. Children living within the school's catchment area
4. Brothers and sisters of children in Reception to Year 6 (Victoria Park Junior School) living outside the school's catchment area
5. Other children who live nearest to the school, according to Free Map Tools Free Map Tools

A catchment area look up facility is available on Trafford Borough Council's website where you can enter your home address to identify the catchment area in which you live.

Application Procedure for Admission to Nursery

Parents /Carers should complete an application form available on our website, after their child has reached their second birthday, and return it to the school office by emailing: victoriaparkinf.admin@trafford.gov.uk. We will start offering places for the September intake in the February before.

Victoria Park Infant School Nursery Class has a capacity for 26 pupils in the morning session and 26 pupils in the afternoon session. The morning session starts at 9.00am and finishes at 12.00pm. The afternoon session starts at 12.00pm and finishes at 3.00pm. We are also able to offer full time places from 9.00am to 3.00pm. All nursery places are for each week day, Monday to Friday. Parent/ Carers are asked to indicate their preference for a morning, afternoon or full-time nursery place on their application form. Please visit Trafford Borough Council's website for information regarding funding for nursery places.

Once all nursery places have been allocated, should there be any applicants who we have not been able to offer a place to, they will have the option of being placed on a waiting list. Should any places become available at a later date, they will be offered to those on the waiting list according to the admissions criteria.

Application Procedure for Admission to Reception

From the September before your child starts Reception (offer year), the primary application process will be open to all Trafford residents who wish to apply for places in state funded primary schools for the following admission year. Applications can be submitted on line by visiting Trafford Council's website and paper application forms can be obtained by request from the Trafford's School Admissions Team. Applications must be submitted by 15 January in the offer year to Trafford Council. In April, Trafford Council will notify parents of their offer of a primary school. Acceptance of offers and any appeals should then be directed to Trafford Council.

Transfer to Junior School

Our children transfer to Victoria Park Junior School at the end of year 2. All children in year 2 on roll at Victoria Park Infant School will automatically be allocated a place at Victoria Park Junior School at the end of the summer term.

In Year Admissions

If you move into Trafford, or you are a Trafford resident who wishes to transfer your child to our school from another school, this is referred to as an 'In Year Transfer'. Applications to apply to our school for an in-year transfer should be made directly to Trafford Council using Trafford's On Line Application System or by contacting them on the details below.

Further information on school admissions is available on Trafford Council's website:
www.trafford.gov.uk/schooladmissions or you can contact them at:
School Admissions Team
4th Floor Waterside House,
Sale
M33 7ZF
Tel: 0161 912 5012/5081
Email: school.admissions@trafford.gov.uk