

## **St John Bosco Admission Procedure**

### **Procedure for Admission to Nursery**

Please either complete the attached school form entitled 'Application Form' and return it to school as soon as possible with a copy of your child's baptismal certificate, if appropriate, or call in to the school office to request an application form.

Your child's name will be added to the list held in school for entry in the appropriate year. At this stage you are registering your child's name but this does not automatically guarantee a school place.

In the April before your child is due to start nursery we will write to you letting you know whether or not we are able to offer your child a place.

If your child is offered a place and it is accepted, then parents will be invited to an afternoon meeting in July when an information pack about the school will be shared and there will be an opportunity to meet staff. You will also be offered the opportunity of a home visit. Children will have the opportunity to come for a visit to school and meet their teacher.

### **Procedure for Admission to Reception**

If your child did not attend St John Bosco nursery, please either complete the attached school form entitled 'Application Form' and return it to school as soon as possible with a copy of your child's baptismal certificate, if appropriate, or call in to the school office to request an application form.

Your child's name will be added to the list held in school for entry in the appropriate year. At this stage you are registering your child's name but this does not automatically guarantee a school place.

In the Autumn Term before your child is due to start school you will be contacted by Manchester City Council with information about how to apply for a Reception place. Manchester City Council will offer places on behalf of the school in line with our Admission Policy.

If your child is offered a place in this school and it is accepted, then parents will be invited to an afternoon meeting in July when an information pack about the school will be shared and there will be an opportunity to meet staff. Children will also have the opportunity to come to school and meet their teacher if they do not already attend our school nursery.

### **Procedure for In-Year Admissions**

Please either complete the attached school form entitled 'Application Form' and return it to school as soon as possible with a copy of your child's baptismal certificate, if appropriate, or call in to the school office to request an application form.

If you live in Manchester, you will also need to complete Manchester's In-Year application form which is available online at

[http://www.manchester.gov.uk/downloads/download/4807/school\\_admissions\\_downloads](http://www.manchester.gov.uk/downloads/download/4807/school_admissions_downloads)

Paper copies of the form are available from the school office. The form should then be returned to Manchester at the address on the form.

If you do not live in Manchester, as well as completing the school's application form and returning it to school, you will need to include the school as one of your preferences on an application form from the Local Authority in which you live.

Any places that become available will be offered in line with the school's Admissions Policy. For your application to be accurately ranked according to the school's published over-subscription criteria, it is important that you to send a copy of your child's baptismal certificate, if appropriate, with the school's application form.

If you have any questions please do not hesitate to contact the school office on 0161 740 7094. Please remember to keep the school informed of any change of address so that our records are accurate to enable us to contact you in the future.