



### **Admissions Policy from September 2025**

This Admissions Policy is in place to ensure parents/carers and staff understand the process for the allocation of places at Crown Street Primary Pre-School.

The Laurus Trust is the Admissions Authority for places at Crown Street Pre-School.

We offer Pre-School provision for children in the academic year before they start school.

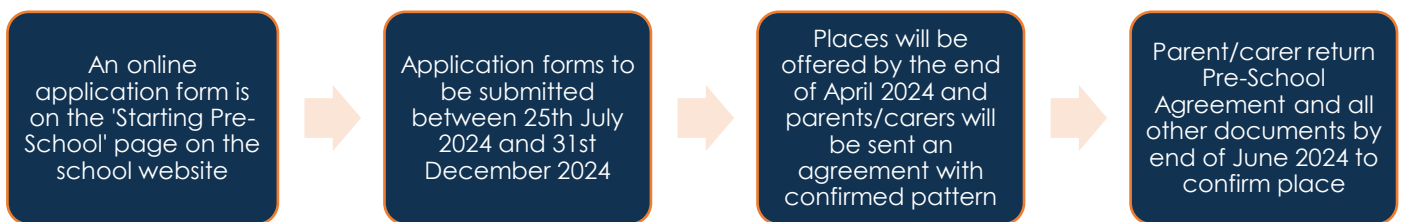
<b>Academic Year</b>	<b>Birth Date Between</b>
September 2025 to July 2026	1 September 2021 to 31 August 2022
September 2026 to July 2027	1 September 2022 to 31 August 2023
September 2027 to July 2028	1 September 2023 to 31 August 2024

At Crown Street Pre-School we offer full and part time places (full days only) and will where possible, accommodate parental requests for their preferred pattern. Crown Street Primary Pre-School operates term time only from 8.45am – 3.15pm Monday to Friday. Crown Street Pre-School is registered to care for children by Ofsted, under the Early Years Welfare Requirements.

Eligible parents are entitled to 15 or 30 hours free childcare. This funding is intended to support working parents with the cost of childcare and to enable parents, where they wish, to return to work or to work additional hours.

To find out more visit: <https://www.childcarechoices.gov.uk/>

**How do I apply for a place at Crown Street Pre-School?**



**Applications for Pre-School**

- Applications can be made from 25<sup>th</sup> July 2024 to 31<sup>st</sup> December 2024.
- Offers will be made by the end of April 2025 for the following September 2025 start.
- Places will be allocated using the following priority order:
  - A** Children of staff employed by the Laurus Trust
  - B** Children with siblings in attendance at Crown Street Primary School
  - C** Distance (measured in a straight line from the Pre-School to the child's home address)
- Places will be offered on an availability basis, reflecting the sessions requested.
- If we are unable to meet your request in full, alternative sessions will be offered if available.
- Places are secured with the return of a Pre-School Agreement and all other required information.
- If the alternatives offered are not suitable, you will be given the option of joining the waiting list.
- The waiting list is reviewed on a regular basis and places are offered/allocated as soon as they become available.

Please be aware that a place at the Pre-School **does not** guarantee a place at Crown Street Primary School. School admissions are arranged through Manchester City Council. For more information, please click on [this link](#).

**Waiting List for Pre-School**

When there is more than one child on our waiting list, the following over subscription criteria will be used:

- A** Children of staff employed by the Laurus Trust
- B** Children with siblings in attendance at Crown Street Primary School
- C** Distance (measured in a straight line from the Pre-School to the child's home address)



**CROWN  
STREET**  
PRIMARY SCHOOL

## **Appeals**

Parents and Carers have a right to appeal against any decision regarding admission to Crown Street Primary School. All appeals will be heard by a panel within 40 school days of receiving an appeal.