Park Road Academy
Nursery Admissions Policy



For our 2027 intake

Introduction:

This Admissions Policy outlines the criteria and procedures for admitting children to Park Road Academy Nursery. It ensures fairness, transparency, and compliance with relevant laws and regulations. Park Road Academy Nursery is committed to providing equal access and opportunities to all applicants, regardless of race, religion, gender, or disability.

Admission Criteria:

Age Eligibility: Children must be aged 3 years on or before 31st August to be considered for enrolment in Park Road Academy Nursery for the September 2027-2028 academic year.

Priority Categories:

1) 'Looked after' children including previously looked after children. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section (1) of the Children Act 1989). A previously looked after child is a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement orders or special guardianship order.
2) Children of full-time staff members where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made and will be employed at the school at the time of the applicant's proposed admission.
3) Those children who live in the catchment area of Park Road Academy Primary School who will have a sibling attending Park Road Academy Primary School at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters, and any other children who are living at the same address as part of the same family unit).
4) Children who live outside the catchment area of Park Road Academy Primary School, with a sibling attending Park Road Academy Primary School at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
5) Those children who live in the catchment area of Park Road Academy Primary school.
6) Children who live nearest to the School, calculated in a direct straight line from the child's permanent place of residence to the school.

Application Process:

Parents/Carers interested in securing a place for their child at Park Road Academy Nursery must complete the registration form via the “Apply” option at the top of the school website by the 15th January 2027.

Offer of Places:

1. Offers of places will be sent to Parents/Carers based on the priority categories and available spaces.

2. Parents/Carers who are offered a place will receive written communication via email from the Nursery. This communication will specify the deadline for confirming acceptance.

September Intake for 2027:

The admissions process will start in January 2027, we will make contact with those parents on our waiting list to confirm their requirement and confirm their admissions criteria level.

Acceptance and Enrolment:

1. To secure the offered place, Parents/Carers must submit the required enrolment forms, non- refundable payment of £40.00 to secure the place, by the specified deadline.

2. Failure to submit the necessary documents and fee by the deadline may result in the withdrawal of the offered place.

Proof of Address:

Parents/carers will be required to provide proof of their child’s permanent home address before their child starts at Park Road Academy Nursery. Further proof of address will be requested after their child has started to confirm that they continue to live at the same address. Parents/carers must notify the Nursery promptly of any change of address during the admissions process or while their child attends the Nursery.

Appeals Process:

Parents/guardians who are dissatisfied with the outcome of their application may appeal in writing to the Headteacher of Park Road Academy Nursery. Appeals will be reviewed in accordance with the school's appeals process and relevant legal regulations.

Review of the Admissions Policy:

This Admissions Policy is subject to periodic review and may be updated to reflect changes in local authority regulations, school capacity, and other relevant factors.

Important Information

Kindly be aware that you must submit an application to Trafford in order to secure a place for your child at our school for Reception. For detailed information, please refer to the Admissions section on our school website.

Contact Information:

For any inquiries or assistance regarding admissions, please contact the Nursery at nurseryandclubadmin@parkroadacademy.co.uk

Approval:

This Admissions Policy has been approved by the governing body of Park Road Academy Nursery.

Reviewed: Mrs S Breen – August 2026

Date of Policy Approval: August 2026

Review Date: August 2027