

St. Edmund's Nursery



NURSERY ADMISSIONS POLICY 2016-2017

St. Edmund's Nursery (the Nursery) is a Nursery attached to, and run by, St. Edmund's Catholic Primary School (the School). Nursery admissions are not covered by all the laws governing admissions to the School but the governing body of the School has decided to apply similar criteria for admissions.

It must be noted that admission to the Nursery does not guarantee subsequent admission to the School. Please see the School Admissions Policy for details.

Whenever there are more applicants than places, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The governing body has the sole responsibility for admissions to the Nursery and intends to limit admissions so that there are no more than 26 children in each of the two sessions, a morning session from 8.45 a.m. to 11.45 a.m. and an afternoon session from 12.30 p.m. to 3.30 p.m.

The governing body will try and meet requested preferences for either the morning or the afternoon session, but should either session be oversubscribed, the governing body may offer a place in the alternate session. Places will be offered based on the over subscription criteria listed below. The governors' decision is final.

Please note that a child can only attend one of the two sessions each day.

Applications must be made in writing on the relevant forms (as set out under Application Procedures below) and only the governing body can offer or refuse a place at the Nursery.

All questions on admissions should be made in writing to the Clerk of the Admissions Committee.

ELIGIBILITY FOR ADMISSION TO NURSERY

Children born between 1 September 2012 and 31 August 2013 and who are toilet trained are eligible to be considered for admission to the Nursery starting in September 2016. The requirement to be toilet trained will not apply to any child that has a specific disability or medical condition that prevents or has delayed the child being toilet trained. Parents should include with their application written evidence of any relevant disability or medical condition from an appropriate professional, such as a doctor or nurse.

If a child starts in the Nursery and is found not to be toilet trained and has not any specific disability or medical condition that prevents or has delayed the child being toilet trained, the Governors will withdraw the place.

If a child has an exceptional educational, social or medical need, documentation must be supplied, preferably at the time of application, to ensure that the Nursery can meet the need.

If a child starts in the Nursery and is found to have an exceptional educational, social or medical need and no documentation was supplied, the Governors will ask the Nursery to ascertain whether it can meet the needs of the child and if not, the Governors will withdraw the place.

OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. Places will first be awarded to those in Category 1, then Category 2 and so on.

Category 1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders.

Category 2. This is a specific sibling Category due to oversubscription criteria changes and applies to Academic Years 2016/17 and 2017/18 and 2018/19 only. This category will be removed in 2019 and revert to sibling priority within a category.

'Baptised Catholic children, from practising Catholic families, who will have a sibling at the school at the time of application.'

Category 3. Baptised Catholic children who were baptised within one year of their birth, from practising Catholic families.

Category 4. Baptised Catholic children who were not baptised within one year of their birth, from practising Catholic families.

Category 5. Other baptised Catholic children.

Category 6. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.

Category 7. Catechumens and Baptised children from Eastern Christian Churches.

Category 8. Other Christian children and children of other faiths.

Category 9. Any other applicants.

Within each Category preference will be given:

Firstly to an application where compelling evidence is provided at the time of application, from an appropriate professional such as an educational psychologist, doctor, priest or social worker, of an exceptional educational, social, medical, pastoral or other need of the child that can most appropriately be met at this Nursery.

Secondly to the attendance of a sibling at the School at the time of the applicant's application. The definition of sibling includes half-siblings, step-siblings, adopted siblings and looked after children living in the same household.

Please Note: To help families who are applying both for a place in the Nursery and for a place in the School Reception year, the governors will wait until after offers are made by the Local Authority for places in Reception, which is on or about 16th April 2016, before allocating sibling preference to the Nursery applicants.

However, if a Nursery applicant is given sibling preference based on an offer of a place in Reception for the sibling, and the Reception offer is later refused, the governors will re-apply the over subscription criteria, removing the sibling preference, to the Nursery Applicant and re-sequence the list of Nursery applicants, in accordance with the over subscription criteria. This could mean that an offer of a Nursery place may have to be withdrawn by the governors.

Tie Break

Where the offer of places to all the applicants in any of the criteria listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the

school. All distances will be measured by the London Borough of Richmond upon Thames (LBRuT), see notes for details. The relevant address for measuring this distance will be decided in the same way as defined by the LBRuT in their admissions guidance.

Where there are two or more applications relating to children that are living at the same address or addresses that as measured by the LBRuT are the same distance from the school, the applicants will be ordered by lottery in the presence of an independent witness.

It is recognized that there is a chance (although small) that applications relating to twins or other children from multiple births could result in some but not all the children being offered a place.

Notes (these notes form part of the oversubscription criteria)

‘Looked after child’ has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

‘Adopted’. An adopted child is any child who has been formally adopted and whose parent/guardian can give proof of adoption.

‘Child Arrangement Order’ is an order under the terms of the Children and Families Act 2014 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live. A child who is ‘looked after’ until this order is made would qualify under this category.

‘Special Guardianship Order’ is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s). A child who is ‘looked after’ until this order is made would qualify under this category.

‘Parent’ means the adult or adults who have legal responsibility for the child.

‘Catholic’ means a member of a church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a current Diocesan Priest’s Reference (DPR) demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

‘Practising Catholic’ means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese (a current Diocesan Priest’s Reference). Practice is defined as attendance at Mass on Sundays and Holy Days of Obligation.

‘Catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

‘Eastern Christian Churches’ includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

‘Christian’ (Category 6) for the purposes of this policy, means a member of one of the churches affiliated to ‘Churches together in Britain and Ireland’.

‘Sibling’ A sibling at the school at the time of the application will give preference to the applicant, even if the sibling is due to leave the school prior to the date on which the applicant child is due to start at the Nursery.

A child in, or an offer of a place in, the Nursery does not give a school applicant sibling preference.

Measurement of Distance: Richmond Council uses a standard method of measuring the shortest route by road or maintained footpath from the Ordnance Survey grid reference point within the property out of the front entrance into and following the middle of the road and footpath, to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised geographical information system. For applicants from the same block of flats, or who live the same distance from the school, random selection by the

drawing of lots is used as a tie-breaker.

The child's home address is defined as where the child resides for 50% or more of the school week.

APPLICATION PROCEDURES FOR THE ACADEMIC YEAR 2016 -2017

To apply for a place in the Nursery in September 2016 you must complete the following:

1. St. Edmund's Nursery Application Form (NAF)

Available from: The school office or from the school website.

Deadline: The school must receive the NAF **no later than 26th February 2016.**

2. Catholic Baptism Certificate or Certificate of Reception

Available from: The Church in which the child was Baptised or Received into the Church. Deadline:

The school must receive the Certificate **no later than on 26th February 2016.**

3. Diocesan Priest's Reference (DPR)

Available from: The school office or from the school website. This form is only necessary if the applicant is applying under Categories 2, 3 or 4.

Deadline: The school must receive the completed Part B of the Reference **no later than 26th February 2016.**

Late Receipt of documents:

If the NAF or any other required documentation is received by the school **after 26th February 2016**, the governing body will be unable to consider the application until after the initial allocation process has been completed and it is unlikely that your child will be offered a place.

Parents will be given or sent a receipt to acknowledge the receipt of the NAF and supporting documents no later than 4th March 2016. Any parent not receiving a receipt should contact the School to ensure that their NAF has been received.

Notification of places:

Parents will be advised of the outcome of their applications by the Nursery on behalf of the governing body on or about **9th May 2016.**

If any of the details on the NAF change between the date of application and the receipt of the letter of offer or refusal, you **must** inform the school immediately.

The Governors reserve the right to seek verification of the information parents have given and to withdraw the place if false information has been given, even if the child has already started in the Nursery.

Applications for In-Year admission

Applications for In-Year admissions are made with the documentation described above. If a place is available, and there is no waiting list, an offer will be made for the session in which there is a vacancy. If a place cannot be offered at this time you will be offered the opportunity of being placed on a waiting list.

Waiting lists

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in the order of the oversubscription criteria listed above and not in the order in

which applications are received or added to the list.
Applicants will remain on the waiting list until the end of the academic year 2016/17.

Please read the admissions policy carefully.

Your notice is particularly drawn to the fact that it is the Governors, NOT the school staff, who have responsibility for admissions, and that they consider only applications made in the way described above.

The staff, in particular the Headteacher and administrative assistants, are always happy to help you with whatever information and advice they can give, but, whatever contact you may have with them, completed forms are always necessary, and only the Governors offer (or refuse) your child a place.