

St. Edmund's Nursery



NURSERY ADMISSIONS POLICY 2019-2020

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.

If the Nursery is oversubscribed, the Governors will, taking note of the Obligations regarding Baptism (referred to in the notes below), give priority to Catholic children with a Certificate of Catholic Practice who were baptised within one year of their birth, 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 for a child entitled to attend one session, but should either session be oversubscribed, the governing body may offer a place in the alternate session.

The governors' decision is final.

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 2015 and 31 August 2016 and who are toilet trained are eligible to be considered for admission to the Nursery starting in September 2019. 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 previously 'looked after' children (see notes 2-5);
- Category 2. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the Parish of St. Edmund of Canterbury, Whitton (see notes 6, 7, 13);
- Category 3. Baptised Catholic children with a Certificate of Catholic Practice who are NOT resident in the Parish of St. Edmund of Canterbury, Whitton (see notes 6, 7, 13);
- Category 4. Baptised Catholic children who are resident in the Parish of St. Edmund of Canterbury, Whitton (see notes 6 & 13);
- Category 5. Other baptised Catholic children (see note 6);
- Category 6. Other 'looked after' children and previously 'looked after' children. (see notes 2-5);
- Category 7. Children of catechumens and members of an Eastern Christian Church (see notes 8 & 9);
- Category 8. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order:

- i. The Governing Body will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.
- ii. The attendance of a brother/sister at the school (the Nursery is not part of the school) at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above.

Applications in previous years

In the past two years governors have been pleased to offer places in all categories.

Tie Break

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority, Richmond Upon Thames Council. A full description of the Richmond Council's method is described in their "Primary Schools Admission Brochure" "Measuring home to school distances" paragraphs, which can be accessed at:

https://www.richmond.gov.uk/media/3082/primary_admission.pdf

The starting point is a point in the property determined by address point data supplied by the Ordnance Survey. This will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of

NOTES (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.

2. A 'Looked after child' has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents at the time of making an application to the school.) A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or a special guardianship order.

3. 'Adopted'. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

4. 'Child Arrangements Order'. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

5. 'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.

6. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

7. 'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holydays of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests:
<http://rcdow.org.uk/education/governors/admissions>

8. '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 for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

9. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

10. 'Brother' or 'Sister' includes:

- i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and

ii. The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

11. A 'Parent' means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.

12. 'Resident' – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

13. Parish Boundaries – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-2020.

APPLICATION PROCEDURES FOR THE ACADEMIC YEAR 2019 -2020

To apply for a place in the Nursery in September 2019 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 8th March 2019.**

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 8th March 2019.**

3. Diocesan Certificate of Catholic Practice

Available from: The priest supplying your certificate or the link via 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 Certificate **no later than 8th March 2019.**

Late Receipt of documents:

If the NAF or any other required documentation is received by the school **after 8th March 2019**, 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 16th March 2019. 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 10th May 2019.

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 2019/20.

Please read the Admissions Policy carefully.

Please note that at the time of this policy being approved, the Nursery is not currently offering 30 hours of childcare per week, but 15 hours for each applicant.

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.