



## St. Augustine's Catholic Primary School Nursery Admissions Policy

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| <b>Consulted with staff</b>            | Not applicable   |
| <b>Agreed by governor committee</b>    | Not applicable   |
| <b>Ratified by full governing body</b> | January 2023     |
| <b>Date for review</b>                 | Sept 2024        |
| <b>Chair of Governors</b>              | Fiona McClintock |
| <b>Headteacher</b>                     | Vivien McDonald  |

## Admission Policy 2023 – 2024

As a Catholic school it is our mission to educate pupils in such a way that no matter what their abilities or background they may reach their full potential as human beings. We thus seek to overcome any hindrance that might prevent any pupil accessing the fullness of the curriculum, opportunities and activities we offer.

***'St. Augustine's Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff and volunteers to share this commitment.'***

The Nursery Admission Policy of the Governors of St. Augustine's Catholic Primary School is as follows:

*The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.*

### **ADMISSION LIMIT**

The School's Admission Number for Nursery, for the school year beginning in September 2023 for Nursery is **26** morning places (8 30 hour places are under review). This is the standard admission number for Nursery.

**Allocation of a place at St Augustine's Catholic Primary School's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Augustine's Catholic Primary School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application. A copy of the school Admission policy is available upon request and on the school website.**

**The session times for Nursery are currently as follows:**

***Morning Nursery 8:30am – 11:30am***

### **NURSERY EDUCATION ENTITLEMENT**

Children are entitled to 15 hours (or 30 hours, restrictions apply) of free Nursery education through the Nursery Educational Entitlement. Where a child also attends a Private or Voluntary sector setting, parents should be aware that the child is not eligible for Nursery Education Funding in that setting if they take up their full entitlement in the school Nursery, however the 30 hour funding may be split between providers. It is expected that children will attend all five sessions Monday – Friday. You will be asked to withdraw your child from Nursery if you cannot ensure that he/she attends regularly. Children are admitted to Nursery in September, January and after the Easter holiday following their third birthday. Places will be allocated prior to each admission point, with no places saved for later admissions. A copy of the original birth certificate and a copy of the original Baptism certificate (if applicable) must be seen before an application form is processed. If any information given on the application form is found to be false, any offered place will be withdrawn.

### **ALLOCATION OF NURSERY PLACES**

The closing date for applications for the September admission point is 15<sup>th</sup> January 2023.

The closing date for the January admission point is October 31<sup>st</sup> 2023.

The closing date for the Easter admission point is February 28<sup>th</sup> 2024.

If the number of applications exceeds the admission number, the Governors will give priority to applications in accordance with the criteria listed, provided that the Governors are made aware of that application before decisions on admissions are made. A map of the catchment area is available on the diocesan website: <https://www.birminghamdiocese.org.uk/boundary-map>. The Governing Body will notify parents of their decisions after February half-term 2023 for the projected entry year.

## ADMISSION CRITERIA

1. Baptised Catholic children (see Note 1 below) who are looked after or previously looked after (See Note 2 below) in the year before Reception.
2. Baptised Catholic children (see Note 1 below) living in the parish of St Augustine's & Christ the King who are the child of a member of staff at St. Augustine's and have been for at least 12 months at the time of admission in the year before Reception.
3. Baptised Catholic children (see Note 1 below) living in the parish of St Augustine's & Christ the King who have a brother or sister (see Note 3 below) attending St Augustine's Catholic Primary School at the time of admission in the year before Reception.
4. Baptised Catholic children (see Note 1 below) living in the parish of St Augustine's Catholic Primary School in the year before Reception.
5. Other Baptised Catholic children (see Note 1 below) who have a brother or sister (see Note 3 below) attending St Augustine's Catholic Primary School at the time of admission in the year before Reception.
6. Other Baptised Catholic children (see note 1 below) in the year before Reception.
7. Non-Catholic children who are looked after or previously looked after (See Note 2 below) in the year before Reception.
8. Non- Catholic children (see Note 1 below) who are the child of a member of staff at St. Augustine's and have been for at least 6 months at the time of admission in the year before Reception.
9. Non-Catholic children who have a brother or sister (see Note 3 below) attending St Augustine's Catholic Primary School at the time of admission in the year before Reception.
10. Non-Catholic children in the year before Reception.
11. Baptised Catholic children (see Note 1 below) who are looked after or previously looked after (See Note 2 below) in the term after their third birthday.
12. Baptised Catholic children (see Note 1 below) living in the parish of St Augustine's & Christ the King who have a brother or sister (see Note 3 below) attending St Augustine's Catholic Primary School at the time of admission in the term after their third birthday.
13. Baptised Catholic children (see Note 1 below) living in the parish of St Augustine's Catholic Primary School in the term after their third birthday.
14. Other Baptised Catholic children (see Note 1 below) who have a brother or sister (see Note 3 below) attending St Augustine's Catholic Primary School at the time of admission in the term after their third birthday.
15. Other Baptised Catholic children (see note 1 below) in the term after their third birthday.
16. Non-Catholic children who are looked after or previously looked after (See Note 2 below) in the term after their third birthday.
17. Non-Catholic children who have a brother or sister (see Note 3 below) attending St Augustine's Catholic Primary School at the time of admission in the term after their third birthday.
18. Non-Catholic children in the term after their third birthday.

### Note 1

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child will need to submit a copy of the child's Baptismal Certificate. **This should be returned directly to the school.** If you do not provide a Baptismal Certificate by the closing date, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

### Note 2

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise

of their social services functions (eg children with foster parents) at the time of making the 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 special guardianship order and

includes those children who appear (to the Board of Directors) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### **Note 3**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

### **Note 4**

Distances are calculated on the basis of a straight-line measurement from the centre of the child's home address to the centre of the school site.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded the Governing Body will select the child to be offered the place by drawing lots. This process will be overseen by a person independent to the Governing Body.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be a residential property that is the child's only or main permanent residence. Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents. Where documentary evidence can substantiate to the satisfaction of the Local Authority that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a place in the nursery is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

**SPECIAL EDUCATIONAL NEEDS and DISABILITY**

If a Nursery child has special educational needs, the school SENDCO (Special Educational Needs and Disability Co-ordinator) should be made aware of the situation so that the individual needs of your child can be met effectively and so that we can work together to prepare and plan the Nursery provision for your child. A child will not be refused admission to our nursery because they have special educational needs or a disability.

**WAITING LISTS**

Waiting lists for admission will remain open until the end of September 2023 and will then be discarded. Parents may apply for their child's name to be reinstated. The waiting list will be kept in admission criteria order.

Parents given copy of Nursery Admissions Policy (also available on the school website)



Parent completes an application for a place in the school's Nursery and presents child's original birth certificate and Baptism certificate (if applicable)



Applications are assessed against the criteria outlined in the Admissions Guidance. Records must be kept of how each application is assessed and the decision reached



Applications do not exceed the places available



Parents receive written confirmation of a place in the school's nursery



Parents must accept the place **in writing** within two weeks of the dated confirmation letter

Applications exceed the places available



Governors' Sub Committee convenes to consider the applications against criteria and allocate places



Parents receive written confirmation, within 15 school days, of either:



**Successful application**

**Unsuccessful application**

