

# Sacred Heart Catholic Primary School and Nursery



## Policy and Arrangements for Admission to Nursery 2016 – 2017

Sacred Heart is a Catholic School under the trusteeship of the Archdiocese of Liverpool and is maintained by Wigan Council. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for school admissions and for the separate admission process for **Nursery**.

For the year commencing September 2017, the Governing Body has set its admissions number to **Nursery** at 60. The Governing Body has decided to offer these places to maximise flexible opportunities for parents and carers under the new DFE offer for 30 hours of free entitlement. This means that up to 25 places will be allocated for children accessing 30 hours and the remaining places will be available for parents who wish to access 15 hours of provision. (see note c below).

Our principal role as a Catholic School and Nursery is to participate in the mission of the Catholic Church by providing a framework that will help children grow in their understanding of the Good News and in the practice of their faith. We will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. 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 rights of parents who are not of the faith of this school and nursery to apply for and be considered for a place here.

Admissions to **Nursery** are determined by the Governing Body. Parents and carers must complete an application form for **Nursery**. If you wish to have your application considered against the denominational criteria, then you should be able to provide evidence of this.

Parents and carers should note that there is a separate admissions process for applications to Sacred Heart Catholic Primary School. Admission to **Nursery does not** guarantee a place in the main school department. Please see the separate policy for Admissions to Sacred Heart Catholic Primary School.

### **The following set of over subscription criteria will be used to allocate places to Nursery.**

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic Children who have a sibling in Sacred Heart School at the time of admission.
3. Baptised Catholic children resident in the Parish of Sacred Heart, Wigan
4. Other baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission
6. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Other children.

The above criteria will be applied to each Nursery application and then each application will be ranked according to distance. Priority will be given to those children who live closest to the school. The distance will be measured in a straight line from the child's home address to a central point at the school using Wigan Council's Geographical Information System (GPS), which is based on ordnance survey. In the event of distances being the same for two or more applicants, where this would be the last place to be allocated, we will use a system to randomly pick who will be offered a place.

**Notes:**

- a) All applications to **Nursery** will be considered at the same time and on the school's closing date. For applications made for September 2017 this is Friday 19<sup>th</sup> May 2017.
- b) Applications received after 19<sup>th</sup> May 2017, (or after the spring and summer application closing date) will be considered after all other applications and will be considered in order of receipt to the school office. Where there are insufficient places to meet demand a waiting list will be kept until the end of the academic year.
- c) All applications will be treated equally and will be ranked according to the criteria above, irrespective of the number of hours applied for. Places will be allocated in ranked order, until all places (both 30 hours and 15 hours) have been allocated. The Governing Body reserves the right to make adjustments to the numbers of places allocated for 30 hours and 15 hours to maximise the number of places available to parents where needed. In all cases, the total number of children within the Nursery Department at any time will not exceed 38.

For example: If the first 25 places allocated were for all for 30 hours provision, and the remaining children on the list all required 30 hours provision. We would then consider offering further places based on 30 hours of provision.

Similarly, if it were the other way around and all the children on the list wanted 15 hour places, then the school would consider offering more 15 hour places, so long as the number of children does not exceed 38 at any time.

- d) The Special Educational Needs and Disability Code of Practice (revised 2015) will support arrangements for pupils with additional needs whose parents and carers seek a place at the Nursery. The Policy for SEND and supporting documentation is available from the school web site.
- e) 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 (under section 22(1) of the Children Act 1989. A previously Look After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.
- f) For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications. In year applications to Nursery will require evidence of Baptism at the time of application.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place. For further information please see the School Admission Policy.

**OR**

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the full communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for Nursery applications can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of Reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Episcopal Vicar, 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.

- g) Home address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used, but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.
- h) Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- i) A waiting list for children who have not been offered a place at the Nursery will be kept and will be ranked according to the admission criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This may mean that a child's position on the waiting list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will be retained until the end of the relevant academic year.
- j) Governors will accept applications mid-year, at any time, from parents of children who are eligible for a Nursery place because they are already aged three prior to the start of the present academic year and would have been eligible for a nursery place from the previous September. These children will be considered above any 'rising threes' who may apply mid-year (see note j).
- k) Governors will accept applications to Nursery at three points during the year, outside of the usual application process at the start of the academic year. Pupils may also be admitted at the start of the Spring and Summer Terms, should places be available in the Nursery and there is no waiting list. Applications will be accepted from parents and carers for the start of the term after the child turns three years old. For spring admissions, the closing date for applications will be 1<sup>st</sup> November. For summer admissions, the closing date will be 1<sup>st</sup> March. These 'rising three' children will be offered up to five terms of Nursery provision, before they are eligible to start school.

The parents of the children admitted under note j above will be given first priority for allocation of places in the following September admission round. The admission criteria will be applied to pupils in this group, before new applicants are considered.

- l) Parents who are eligible for 30 hours free entitlement will be expected to provide evidence in the form of an 11 digit code from the web-site below. Applications for re-confirming eligibility must be made in line with DFE requirements and the codes presented to school. Where a parent falls out of eligibility, a period of 'grace' is given (usually no longer than the end of the term) and the child's place is then reduced to 15 hours of provision. The following website also provides information for parents regarding tax free childcare and other help with the costs of childcare. There is a useful childcare calculator to identify which benefit would be best for parents.

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

- m) If an application for admission to Nursery has been turned down by the Governing Body and parents do not agree with the decision which has been made, parents can make a complaint by following the School's Complaint Policy which is available on the school's website.

n) The Governing Body reserves the right to withdraw the offer of a Nursery place where false evidence is received in relation to the application.