

## **2018/2019 ADMISSIONS POLICY FOR THE NURSERY CLASS**

Applications are invited for the St Michael's and Our Lady's Nursery for September 2018 from families whose child attains three years of age during the academic year 2018-19 (1<sup>st</sup> Sept 2018 to 31<sup>st</sup> August 2019).

***Admissions to the nursery can only be made once the child applied for is 3 years old***

The nursery is managed by Our Lady's Catholic Primary School. The 26 available places are split between applicants completing the St Michael's Nursery application forms and applicants completing the Our Lady's application forms.

### **30 Hours Per Week Funded Nursery Provision Offer**

The Government has proposed changes to the funding of Early Years provision for 3 and 4 year olds from 2017. As a result of these changes, Camden Local Authority will no longer fund full-time (30 hours per week) Nursery provision from September 2017. Instead, schools will receive funding for only the 15 hours of free Nursery entitlement and the children of working parents who meet the criteria will become eligible for an additional 15 hours funded childcare. In order to try and support the school meeting the cost of the full time provision offered to all children, working parents who are eligible for the additional 15 hours of funded Nursery hours will be asked to apply for this funding. The school office will provide details with more information on whether or not they are eligible to apply for this additional funding and how to apply.

Nursery children are non-compulsory school age and the following procedures and criteria will apply.

### **Application Procedures and Timetable:**

To apply for a place at Our Lady's and St Michael's Nursery, you will need to complete and return the **Supplementary Information Form (SIF)** attached to this policy and return it, in person, to the school office, accompanied by the child's Certificate of Baptism and proof of residency by **15 January 2018**.

**Please also be aware that admission to Nursery class does not guarantee admission to Reception class and Years 1 to 6. Parents must separately apply for a primary school place, following the published Admissions Policy for Reception class and Years 1 to Year 6 classes for the year of admission.**

### **Pupil Numbers**

The Governing Body will ensure that the number of pupils in each year group will be such as to conform to statutory legislation. In accordance with the Government's policy to limit class sizes, a maximum of 26 pupils will be admitted to the Nursery class. The Governing Body proposes to admit 13 pupils who are Our Lady's applicants and 13 pupils who are St Michael's applicants.

### **Oversubscription criteria for Our Lady's applicants**

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

### **Applications on behalf of pupils attending the School's Nursery Class**

Applicants should be aware that Nursery education is a non-statutory service and that accordingly a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception, Infant or Junior classes.

### **Nursery Class applications**

In order to make a full application for a place in the School's Nursery Class you should complete a St Michael's and Our Lady's Nursery Application Form and hand it in at **Our Lady's school office**.

### **Fair Access Protocols**

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement both of the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

### **Oversubscription Criteria**

Where there are more applications than places available, places will be offered according to the following order of priority:

**In prioritising applications in each of the below oversubscription criteria, first priority will be given to children who will have a brother or sister attending a Reception, Infant or Junior class in Our Lady's Catholic Primary School at the proposed date of admission.**

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children who are resident in the parish of Our Lady of Hal (a map is included as an appendix )
3. Other baptised Catholic children.
4. Other "Looked After" children and children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
5. Children of other Christian denominations whose parents wish them to have a Catholic education.
6. All other applications.

### **Exceptional Need:**

The governing body will give top priority after the appropriate category of looked-after children, 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 medical, social, pastoral or other need of the child, which can only be met at Our Lady's school.

### **Tie-breaker**

In the event of there being insufficient vacancies to offer places to all applicants in any of the categories detailed above, priority will be given to children whose parents'/carers' residential address is the shortest distance from the main gates of Our Lady's School when measured in a straight line on a map. Distances will be measured from the front door of the applicant's home address to the main entrance of the School using Camden's distance measuring system.

### **Twins or multiple births**

In cases where multiple siblings tie for the last available place, then all will be offered a place, even if this exceeds the planned admission number.

### **Waiting List**

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria and not in the order in which the applications are received or added to the list. Names are normally removed from the list after one full year unless parents/carers submit a written request asking for their application to remain on the waiting list.

### **Interpretation of terms used in the Admissions Policy and Admissions Criteria**

|                                   |   |
|-----------------------------------|---|
| <b>Applicants</b>                 | The parents and/or carers submitting an application for a place on behalf of a child.   |
| <b>Parent</b>                     | The adult or adults with legal responsibility for the child   |
| <b>Sibling</b>                    | Brothers, sisters, step/half brothers and sisters   |
| <b>Home Address</b>               | The place where the child lives for more than 50% of the school week or the home of the parent in receipt of Child Benefit.   |
| <b>Catholic</b>                   | A baptised person who is 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 in to 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 the priests reference demonstrates that the child would have been baptised or received if it was not for their status as a looked after child (e.g. a child in the process of adoption by a Catholic family) |
| <b>“looked after child”</b>       | Has the same meaning as section 22 of the children Act 1989 and means any child in the care of a Local Authority or in accommodation provided by them e.g. a child who has been placed with foster carers.  |
| <b>Adopted</b>                    | An adopted child is a child who has been adopted from care and whose parents can give proof of this status.   |
| <b>Child Arrangements Order</b>   | 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.  |
| <b>Special Guardianship Order</b> | A 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 has been ‘looked after’ until the order is made qualifies under this category.   |
| <b>Christian</b>                  | A member of one of the Churches that is a member of “Churches Together in Great Britain and Ireland” or of the Evangelical Alliance.  |