



# St Paulinus Catholic Primary School

*"Inspiring all to live, learn and love in the light of Jesus"*

(I am the light of the world; whoever follows me will never walk in darkness but will have the light of life." John 8:12)



## Nursery Admissions Policy 2016/17

Signed ..... Date .....

Chair of Governors

**Policy reviewed by Subject Managers :** School Business Manager

**Policy updated by :** Headteacher

**Policy review date :** Annually



# Nursery Admissions Policy

A Catholic Primary School for Boys and Girls (Age range 3 – 11)

Model Admission Policy for adoption by Primary Schools in the Diocese of Leeds

## **Mission Statement**

"Inspiring all to live, learn and love in the light of Jesus"

## **St. Paulinus Catholic Nursery School, [Dewsbury, West Yorkshire] Admission Policy**

St. Paulinus Catholic Nursery School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

If the number of preferences received is less than the admission number then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this school parents, or carers, are declaring their support for the aims and ethos of the school.

The Governing Body has responsibility for admissions to the school and intends to admit 24 pupils to Nursery in the school year which begins in September 2017.

## **Over Subscription Criteria**

***At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:***

1. Looked After Children from Catholic Families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends St. Paulinus Catholic Primary School.
2. Looked After Children from Catholic Families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
3. Baptised Catholic children with a sibling who attends St. Paulinus Catholic Primary School.
4. Baptised Catholic children who live in the defined area.
5. Other baptised Catholic children.
6. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends [name of school].



7. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
8. Other children with a sibling who attends St. Paulinus Catholic Primary School.
9. Other children.

### **Tie Break**

- Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'Straight line distance' will be used as the measure (see notes).
- If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation (see notes).
- Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see notes).

### **Application Procedures and Timetable**

A standard application form must be completed along with a Supplementary Information Form (SIF), which can be obtained from the school office.

If parents / carers feel that they should be in a specific category i.e. Baptised Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. All forms must be submitted by the 15<sup>th</sup> January to Mrs. Berry, the School Business Manager at St. Paulinus Catholic Primary School, Temple Road, Dewsbury, West Yorkshire, WF13 3QE. Therefore, failure to provide a Supplementary Information Form could affect the category your application is placed in. Please note that it is the responsibility of the parent / carer to complete all forms and supply evidence – reminders will not be sent.

Parents or carers will be advised of the outcome of their applications on the 31<sup>st</sup> March. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

All children will be considered equally for a Nursery place, regardless of whether they may eventually apply for a place in Reception class in our school. Conversely it needs to be clearly understood that a child attending our school for their Early Year's entitlement is not given priority into our reception class.

Parents will need to apply separately for Reception class place. Please see the school Reception Admission Policy for further information.



### Waiting Lists

Unsuccessful applicants will be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above, therefore, this means that each time a child is added the list will be re-ranked.

### Notes (these notes form part of the over-subscription criteria)

**Catholic** means a member of a church in communion with the See of Rome. A certificate of baptism in a Catholic church, or a certificate of reception into the full communion of the Catholic Church, will normally evidence this alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome. This includes the Eastern Catholic Churches.

**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.

**Looked After Children from Catholic Families** – this has a dual meaning. It could be the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is a baptised Catholic normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the admission authority should seek to ensure that there is evidence that the child has been baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a letter from a priest evidencing the baptism of the parent carer.

Defined area is a **geographical area. Please see boundary maps available for inspection in school (boundaries determined by the Diocese of Leeds).**

**Siblings (brother or sister)** includes children with a brother or sister (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.

**Twins or triplets (or multiple births)** - where a family of twins or triplets request admission and if one sibling has been offered the 30<sup>th</sup> or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

**Live** - In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admissions purposes only one address can be used as a child's permanent address. When a child lives with more than one parent/carers, at different addresses, we will use the preference expressed by the parent/carers at the address where the child lives the majority of the time during the school week as the main place of residence.

**Straight line distance** – in all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, using a straight line measure, have priority. Straight Line Distance will be measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure grid references for each address taken from Ordnance Survey ADDRESS-POINT data. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey Land-Line data. For smaller, residential properties the grid reference denotes a point near the centre of the building. For larger properties, like schools with, for example multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 0.1 metres.



**Random allocation** – this is only to be used when the last place to be offered would fall into one of the two categories above i.e. children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.

### **Non-Statutory**

As Nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However the Headteacher will be happy to discuss any concerns parent may have about the allocation of places.

### **Policy Monitoring and Review**

This policy will be reviewed every year or when there are significant changes to the curriculum that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of schools.