



ST MICHAEL CATHOLIC PRIMARY SCHOOL

NURSERY

ADMISSIONS POLICY 2017-18

“Excellence: Enrichment: Enjoyment”

Important note: This Admissions Policy relates solely to admissions to the School's nursery. There is a separate Admissions Policy for all other admissions to the School including Reception. A place in the nursery does not guarantee a place in Reception. A new application will be required for entry into full time Statutory Education at the School and the Oversubscription Criteria will again be applied.

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St Michael Catholic Primary School ("the School") Nursery Admissions Policy 2017-18

1. Introduction

- 1.1 The School was founded by the Catholic Church to provide a Catholic education for children of Catholic families and all its pupils and seeks at all times to be a witness to Jesus Christ. The management of the School is conducted by its Governing Body ("the Governing Body") as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government.
- 1.2 The School offers a Catholic education. The Governors ask all parents applying for a place at Saint Michael's to respect its Catholic ethos and its importance to the school community. This does not affect the right of parents who are not Catholics to apply for and be considered for a place here. We welcome applications from those of other denominations and faiths, or of none.
- 1.3 The Published Admission Number (PAN) for the nursery at the School is 52 places of 15 hours. The Governing Body has sole responsibility for admissions to the nursery and intends to admit up to 52 children in the school year which begins on 1st September 2017. The arrangements for the allocation of places in the nursery are set out in the Appendix to this policy. Applications are welcome for consideration from families whose child reaches his/her 2nd birthday or 3rd birthday between 1st September 2016 and 31st August 2017.
- 1.4 Eight places will be prioritised in accordance with the oversubscription criteria below for candidates eligible for Free Early Education for Two Year olds (FEET). If by 21st July 2017 the full quota of places has not been allocated to FEET candidates, governors reserve the right to offer any remaining places to non-funded candidates in accordance with the oversubscription criteria.
- 1.5 Forty-four places will be prioritised in accordance with the oversubscription criteria below for candidates eligible for Free Early Education for Three and Four Year olds (FEE), followed by candidates eligible for +15 hours for any remaining places. All three and four year old children are eligible for FEE. Only children who meet the eligibility criteria will qualify for +15 hours. More information on +15 eligibility is available here <https://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/30-hours-free-childcare-for-working-parents>. The school will require the full +15 hours to be used at Saint Michael's Nursery. These places will be allocated and applicants will be informed on the 25th May 2017.
- 1.6 Whenever there are more applications than places available, applications are considered only on the basis of the oversubscription criteria set out below and priority will always be given to Catholic candidates.
- 1.7 In this policy, 'applicant' refers to the person making an application on behalf of a child; and 'candidate' refers to the child on whose behalf the application is being made.

2. The over subscription criteria

- 2.1 Where there are more applications than the number of places available, after the admission of candidates with an Education, Health and Care Plan where the nursery is named in the Plan (in which event the PAN will be reduced by the number of such pupils who require a place before any of the over subscription criteria is applied if the nursery is oversubscribed), places will be offered according to the following order of priority:-

Looked after children

- 2.1.1 Catholic looked after children and Catholic previously looked after children who have been adopted or made subject to child arrangement orders or special guardianship orders.

FEET Funded Children

- 2.1.2 Baptised Catholic FEET (Free Early Education for 2 Year Olds) funded children with a Certificate of Catholic Practice who are resident in the parishes of St. Michael's and St. David's. **(A map of the parish boundary is attached. Important information on "resident", "place of residence" and "proof of residence" is included in the notes at the end of this Policy document).**
- 2.1.3 Baptised Catholic FEET (Free Early Education for 2 Year Olds) funded children who are resident in the parishes of St. Michael's and St. David's. **(A map of the parish boundary is attached. Important information on "resident", "place of residence" and "proof of residence" is included in the notes at the end of this Policy document).**
- 2.1.4 Baptised Catholic FEET (Free Early Education for 2 Year Olds) with a Certificate of Catholic Practice.
- 2.1.5 Other Baptised Catholic FEET (Free Early Education for 2 Year Olds) funded children.
- 2.1.6 Other FEET (Free Early Education for 2 Year Olds) funded children.

FEE Funded Children

- 2.1.7 Baptised Catholic 3 and 4 year old children, who are eligible for FEE (Free Early Education for Three and Four Year olds), with a Certificate of Catholic Practice whose parent is a permanent member of staff and who has been employed at the School or its nursery for at least two years at the time of application.
- 2.1.8 Baptised Catholic 3 and 4 year old children who are eligible for FEE (Free Early Education for Three and Four Year olds), with a Certificate of Catholic Practice who are resident in the parishes of St. Michael's and St. David's. **(A map of the parish boundary is attached. Important information on "resident", "place of residence" and "proof of residence" is included in the notes at the end of this Policy document).**
- 2.1.9 Baptised Catholic 3 and 4 year old children, who are eligible for FEE (Free Early Education for Three and Four Year olds), who are resident in the parishes of St Michael's and St. David's. **(A map of the parish boundary is attached. Important information on "resident", "place of residence" and "proof of residence" is included in the notes at the end of this Policy document).**

+15 Hours Entitlement

- 2.1.10 Baptised Catholic 3 and 4 year old children, who provide an eligibility code for +15 hours entitlement, with a Certificate of Catholic Practice whose parent is a permanent member of staff and who has been employed at the School or its nursery for at least two years at the time of application.
- 2.1.11 Baptised Catholic 3 and 4 year old children, who provide an eligibility code for +15 hours entitlement, with a Certificate of Catholic Practice who are resident in the parishes of St. Michael's and St. David's. **(A map of the parish boundary is attached. Important information on "resident", "place of residence" and "proof of residence" is included in the notes at the end of this Policy document).**
- 2.1.12 Baptised Catholic 3 and 4 year old children, who provide an eligibility code for +15 hours entitlement who are resident in the parishes of St Michael's and St. David's. **(A map of the parish boundary is attached. Important information on "resident", "place of residence" and "proof of residence" is included in the notes at the end of this Policy document).**

Other Candidates

- 2.1.13 Other Baptised Catholic 3 and 4 year old children with a Certificate of Catholic Practice.
- 2.1.14 Other Baptised Catholic 3 and 4 year old children.
- 2.1.15 Other looked after children and previously looked after children who have been adopted or made subject to child arrangement orders or special guardianship orders.
- 2.1.16 Children of Catechumens and members of an Eastern Christian Church resident in the parishes of St Michael's and St. David's
- 2.1.17 All other children of other Christian denominations resident in the parishes of St Michael's and St. David's whose application is supported by their Minister of Religion who must provide written confirmation to verify membership of parent and child of the faith
- 2.1.18 Any other children.

2.2 **Priority within categories**

2.2.1 Exceptional Need

The Governing Body will give first priority to an application within a category where professional evidence is provided at the time of application that there is an exceptional medical, social, or pastoral need of the candidate, which can only be met at the School's nursery. To demonstrate an exceptional social, medical or pastoral need of the candidate which can only be met at the School's nursery, the Governing Body will require compelling written evidence from an appropriate professional, such as a doctor, social worker or priest when considering such application. **(Important information on "exceptional medical, social or pastoral need" is included in the notes at the end of this Policy document).**

2.2.2 Siblings

The Governing Body will give second priority within a category to a candidate who has a sibling at the School or its nursery on the date the candidate is due to start at the nursery.

2.2.3 Age

The Governing Body will give third priority within a category to the oldest children in the respective groups of two years old or three/four years old.

YOUR ATTENTION IS DRAWN TO THE NOTES AT THE FOOT OF THIS POLICY DOCUMENT AS THEY FORM PART OF THE OVERSUBSCRIPTION CRITERIA

3. **Twins and multiple births**

Where the final place is offered to a candidate (one of a multiple birth) in the same school year, the other multiple birth child/children will also be admitted if they have been ranked consecutively according to the over subscription criteria.

4. **Tie break**

Where the offer of places to all the applicants in any of the categories listed in 2 above would still lead to over subscription, the places up to the admission number will be decided by the drawing of anonymous lots. This will be supervised by two people who are independent of the School and its nursery.

5. Waiting list

Candidates who have not been offered a place at the School's nursery will be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out at 2 above and not in the order in which applications are received or added to the waiting list. Each time a child is added to the waiting list, the list will be re-ranked in order of the over subscription criteria. If places are available, they will be offered at the start of the Spring term or Summer term. Names are removed from the waiting list at the end of each academic year of entry unless applicants request in writing to remain on the list. Any change in circumstances must be notified to the School in writing. Applicants may be asked to provide proof of address.

6. Application procedure and timetable

- 6.1 To enable the Governing Body to have all relevant information before it in order for governors to make an informed decision on whether to offer a place, Applicants are asked to submit the following forms (if applicable):-
- 6.1.1 The School's Nursery Application Form ("NAF"). The NAF can be obtained from the School by collecting it from the front desk or requesting the School (in good time) to send it to the applicant. It can also be accessed through the School's website. **Closing date: see 6.2 below**
 - 6.1.2 A copy of the candidate's birth certificate
 - 6.1.3 Applicants applying under categories 2.1.2, 2.1.4, 2.1.7, 2.1.8, 2.1.10, 2.1.11 & 2.1.13 should submit a Certificate of Catholic Practice by the closing date. The Certificate may be obtained from your parish or from the [Diocesan website](#).
 - 6.1.4 Applicants applying under categories 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.1.5, 2.1.7, 2.1.8, 2.1.9, 2.1.10, 2.1.11, 2.1.12, 2.1.13 and 2.1.14 should submit a certificate of baptism or reception into a Catholic Church.
- 6.2 If applicants do not complete the above forms and return them together with all relevant required paperwork by **19th May 2017** the Governing Body will have to consider their application with the information available at the time.
- 6.3 Applications received after the closing date and those with documentation missing will be dealt with after the initial allocation process has been completed.
- 6.4 The applicant will be advised by the School in writing of the outcome of his/her application on 25th May 2017.

YOUR ATTENTION IS DRAWN TO THE NOTES AT THE FOOT OF THIS POLICY DOCUMENT AS THEY CONTAIN IMPORTANT INFORMATION ON PLACE AND PROOF OF RESIDENCE AND THE DOCUMENTS REQUIRED TO SUPPORT YOUR APPLICATION

7. Right of Appeal

If a candidate is not offered a place in the nursery there is no right of appeal.

8. Pupils with an Educational Needs/Education, Health and Care Plan ("EHCP")

The admission of pupils with an EHCP is dealt with by a completely separate procedure. Details of the separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHCP you must contact your local authority SEN officer.

9. Change of Details/False or Misleading Information – important notice

If any of the details on the forms specified in 6 above change between the date of application and the receipt of the letter of offer or refusal, the applicant must inform the School immediately.

Applicants are on notice that:-

- (1) If false, fraudulent or intentionally misleading information is given or allowed to remain on the forms and/or
- (2) Where any false, fraudulent or intentionally misleading information is given or communicated to the School, whether on the forms or otherwise, in order to secure a place at the School's nursery

the Governing Body reserves the right not to offer a place and, where false or fraudulent information is given or communicated, to withdraw the place even if the candidate has already started at the School's nursery..

IMPORTANT NOTES AND INFORMATION RELATING TO YOUR APPLICATION

These notes form part of the oversubscription criteria

‘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 or through a local authority: e.g. children with foster parents at the time of making an application to the School for a place in its nursery.

“Previously looked after child” is a child who has previously been in the care of a local authority or provided with accommodation by or through a local authority in accordance with section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangement order or special guardianship order.

“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. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002.

“Child Arrangement Order” is an order under the terms of the Children Act 1989 s8 (as amended by s12, Children and Families Act 2014) setting 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.

“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). This priority applies to a child who was looked-after up until this order was made.

“Parent” means the adult or adults with legal responsibility for the candidate.

“FEET (Free Early Education for 2 Year Olds)” Free Early Education for Two year olds (FEET) is an offer of up to 15 hours of free early education and childcare a week. FEET is only available to a small number of two year olds in Surrey. Please speak to the school office about eligibility criteria or visit www.surreycc.gov.uk/feet

+15 Hours Entitlement is an offer of extended entitlement for children of working families who meet the government’s eligibility criteria. This means that eligible children will be able to receive up to 1140 hours of free childcare a year. Please speak to the school office about eligibility criteria or visit <https://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/30-hours-free-childcare-for-working-parents>

“Sibling” means brother or sister, adopted brother or sister, step-brother or sister, half-brother or sister, foster sibling, where the child is living in the same family unit and at the same address as the sibling and complies with the admissions criteria. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

“Certificate of Catholic Practice” means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.

“Baptised Catholic children” have a certificate of baptism or reception into a Catholic Church.

“Other Baptised Practising Catholic children” means children from outside the parishes of St Michael’s and St David’s with a Certificate of Practice signed by their parish priest.

“Catholic” means 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 into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child/previously looked after child who is part of a Catholic family where a priest’s reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child/previously looked after child: e.g. a looked after child in the process of adoption by a Catholic family. Where a certificate of baptism or reception is not in the English language a certified translation of it into English by a professional translator or translation company must be produced. The translator or translation company must certify in writing on the translation (a) that it is a “true and accurate

translation of the original document”; (b) the date of the translation; (c) the full name and contact details of the translator or representative of the translation company. The School will meet the reasonable cost of a translation.

‘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. Where a certificate of baptism or reception is not in the English language a certified translation of it into English by a professional translator or translation company must be produced. The translator or translation company must certify in writing on the translation (a) that it is a “true and accurate translation of the original document”; (b) the date of the translation; (c) the full name and contact details of the translator or representative of the translation company. The School will meet the reasonable cost of a translation. Applications must be supported by a clergy reference.

‘Eastern Christian Church’ includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Where a certificate of baptism or reception is not in the English language a certified translation of it into English by a professional translator or translation company must be produced. The translator or translation company must certify in writing on the translation (a) that it is a “true and accurate translation of the original document”; (b) the date of the translation; (c) the full name and contact details of the translator or representative of the translation company. The School will meet the reasonable cost of a translation. Applications must be supported by a clergy reference.

‘Christian’ for the purposes of this policy means a member of one of the churches affiliated to ‘Churches Together in Britain and Ireland’ and must be evidenced by a certificate of baptism or alternative to baptism in traditions where children are not baptised (e.g. dedication). Applications must be supported by a letter from a Minister of Religion confirming membership.

“Other faiths” – applicants are required to produce evidence of membership of the particular faith of the candidate from the relevant authorities of that faith. Translations, if applicable, must be provided on the same basis as set out above. Applications must be supported by a religious leader who must verify religious worship.

“Exceptional medical, social or pastoral need” –

Medical need

The Governing Body can only consider applications under this category if supporting medical evidence is attached with the application, e.g. a letter from an appropriately qualified registered health professional, setting out the particular reasons why the School’s nursery is the most suitable and the difficulties that would be caused if the candidate attended another nursery. The evidence must make a compelling case as to why the candidate’s needs can only be met at the School’s nursery. A medical condition in itself will not automatically result in a place. The evidence should explain exactly what the candidate’s needs are and what specialist support and/or facilities the candidate requires. The Governing Body will make their decision based on the medical evidence provided by the candidate’s medical consultant. The Governing Body will consult its own medical advisers and will only agree to a priority placement if the medical advisers consider it necessary for the candidate to attend the School’s nursery.

Other exceptional need

If an applicant wants a place at the School’s nursery for a candidate for other exceptional need, the applicant must specify this in the NAF and must provide with the application independent written evidence from a professional who is supporting the applicant’s family. **This evidence must demonstrate that it is essential for the candidate to attend the School’s nursery and no other and must make a compelling case as to why the candidate’s need can only be met at the School’s nursery.** The School will seek advice from relevant professionals to determine whether the evidence provided is sufficient to qualify under this category. The supporting evidence should set out the particular reasons why the School’s nursery is the most suitable and the difficulties that would be caused if the candidate had to attend another nursery. The evidence should explain exactly what the candidate’s need is and what specialist support and/or facilities the candidate requires. The Governing Body will make its decision based on the evidence provided.

“Resident” A candidate is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

“Proof of residence” – the address on the application form must be the candidate’s current permanent place of residence. The address will normally be the parents’ address. If both parents do not live together, it

should be the parent with whom the candidate resides for more than 50% of the school week. If there is a formal equal share custody arrangement between parents of the candidate it will be left to those parents to decide which address to use. The Governing Body will investigate any applications where (1) there are doubts about the information provided; (2) there is information the application may be fraudulent; (3) records show a change of address within the previous 12 months; (4) the Council Tax account is in a different name from that of the applicant or the address recorded for the Council Tax account number does not match the applicant's and candidate's address on the application form. The Governing Body reserves the right to seek evidence from parents, council records or any other source deemed appropriate to satisfy itself as to the veracity of the information provided. The Headteacher may cause there to be one or more home visits or investigate further where it is deemed appropriate to do so. Applicants' attention is drawn to the Governing Body's power to withdraw or not offer a place set out in 14.1 above. By submitting an application you agree to the School making these investigations if it is deemed appropriate to do so by the Governing Body.

When considering applications the Governing Body will only accept as proof of residence the following documents:

A current utility bill (within the last 6 months) **AND** one of the following:

- (1) Council tax demand notice for the year 2017/18
- (2) Council/Housing Association rent book for the current year
- (3) Tenancy agreement from a private letting agency for a minimum period of 12 months
- (4) Letter from Social Services or Housing Department confirming placement at your address
- (5) Child benefit book/notification
- (6) Letter from National Asylum Support Services
- (7) A letter from a government body, such as DWP or HMRC confirming the address

The School reserves the right to ask for any additional proof of residence as may be deemed appropriate at the time of consideration of an application. Failure to produce any additional proof of residence as requested may result in the Governing Body being unable to consider the application fully in which case it is very unlikely that the candidate will be offered a place