



Saint Michael Catholic Primary School & Nursery

NURSERY

Admissions Policy

2019-20

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 Reception (or other years) , and any such application will be subject to the separate Admissions Policy.

Headteacher: J Lane

Feltham Hill Road

Ashford

Surrey

TW15 2DG

Tel: 01784 253333

Email: admissions@st-michaels.surrey.sch.uk

1. Introduction

- 1.1 Saint Michael Catholic Primary School & Nursery was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The School is managed 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 Our Lord Jesus Christ.
- 1.2 As a Catholic nursery, we aim to provide a Catholic education for all our pupils. At a Catholic nursery, Catholic doctrine and practice permeate every aspect of the nursery's activity. It is essential that the Catholic character of the nursery's education be fully supported by all families in the School. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the nursery. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the nursery in accordance with the admission arrangements.
- 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 2019. 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 2018 and 31st August 2019.
- 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 10th July 2019 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-funded-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 24th May 2019. Note that places will first be offered to candidates already attending the nursery.
- 1.6 The governing body will admit twins and all siblings from multiple births where one of the children is the last child ranked within the School's Published Admissions Number ("PAN"), even if this means going over the PAN.

2. Oversubscription Criteria

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

1. Catholic looked after and previously looked after children. (see notes 2 & 3)

Free Early Education for 2 Year Olds ("FEET") Funded Children

2. Baptised Catholic FEET funded children with a Certificate of Catholic Practice at least one of whose parents is a permanent member of staff and has been employed at the School for at least two years at the time of application. (see notes 3 & 4)
3. Baptised Catholic FEET funded children with a Certificate of Catholic Practice who are resident in the parishes of Saint Michael's, Ashford and Saint David's, Stanwell. (see notes 3, 4 & 10)
4. Baptised Catholic FEET funded children who are resident in the parishes of Saint Michael's, Ashford and Saint David's, Stanwell. (see notes 3 & 10)
5. Baptised Catholic FEET funded children with a Certificate of Catholic Practice. (see notes 3 & 4)
6. Baptised Catholic FEET funded children. (see note 3)
7. Other FEET funded children.

Free Early Education for 3 and 4 Year Olds ("FEE") Funded Children

8. Baptised Catholic FEE funded children with a Certificate of Catholic Practice at least one of whose parents is a permanent member of staff and has been employed at the School for at least two years at the time of application. (see notes 3 & 4)
9. Baptised Catholic FEE funded children with a Certificate of Catholic Practice who are resident in the parishes of Saint Michael's, Ashford and Saint David's, Stanwell. (see notes 3, 4 & 10)
10. Baptised Catholic FEE funded children who are resident in the parishes of Saint Michael's, Ashford and Saint David's, Stanwell. (see notes 3 & 10)

+15 Hours Entitlement

11. Baptised Catholic FEE funded children, who provide an eligibility code for +15 hours entitlement, with a Certificate of Catholic Practice, at least one of whose parents is a permanent member of staff and has been employed at the School for at least two years at the time of application. (see notes 3 & 4)
12. Baptised Catholic FEE funded children, who provide an eligibility code for +15 hours entitlement, with a Certificate of Catholic Practice who are resident in the parishes of Saint Michael's, Ashford and Saint David's, Stanwell. (see notes 3, 4 & 10)
13. Baptised Catholic FEE funded children, who provide an eligibility code for +15 hours entitlement, who are resident in the parishes of Saint Michael's, Ashford and Saint David's, Stanwell. (see notes 3 & 10)

Fee Paying Full Time Placements

14. Baptised Catholic FEE funded children, who are willing to pay for an additional 15 hours to secure a full time place, with a Certificate of Catholic Practice, at least one of whose parents is a permanent member of staff and has been employed at the School for at least two years at the time of application. (see notes 3 & 4)

15. Baptised Catholic FEE funded children, who are willing to pay for an additional 15 hours to secure a full time place, with a Certificate of Catholic Practice who are resident in the parishes of Saint Michael's, Ashford and Saint David's, Stanwell. (see notes 3, 4 & 10)
16. Other Baptised Catholic FEE funded children, who are willing to pay for an additional 15 hours to secure a full time place, who are resident in the parishes of Saint Michael's, Ashford and Saint David's, Stanwell. (see notes 3 & 10)

Other Candidates

17. Other Baptised Catholic 3 and 4 year old children with a Certificate of Catholic Practice. (see notes 3 & 4)
18. Other Baptised Catholic 3 and 4 year old children. (see note 3)
19. Other looked after children and previously looked after children who have been adopted or made subject to child arrangement orders or special guardianship orders. (see note 2)
20. Children of Catechumens and members of an Eastern Christian Church resident in the parishes of St Michael's and St. David's. (see notes 5 & 6)
21. 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
22. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this nursery, the application will be placed at the top of the category in which the application is made. (see note 9)
- (ii) The application of a candidate who will have a brother or sister at the School or nursery at the time of that candidate's enrolment will be placed at the top of the category in which the application is made after children in (i) above (see note 7).
- (iii) The Governing Body will give third priority within a category to the oldest children in the respective groups of two year olds or three/four year olds.

3. Tie Break

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the places will be decided by the drawing of anonymous lots. This will be supervised by two people who are independent of the School.

4. Application Procedures and Timetable

- 4.1 To apply for a place at this nursery in the normal admission round, you must complete the Nursery Application Form. The Nursery Application Form 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.

- 4.2 **Applicants must provide proof of residence.** This will consist of a **current utility (within the last 6 months) bill AND** one of the following:
- Council tax demand notice for the year 2019/20
 - Council/Housing Association rent book for the current year
 - Tenancy agreement from a private letting agency for a minimum period of 12 months
 - Letter from Social Services or Housing Department confirming placement at your address
 - Child benefit book/notification
 - Letter from National Asylum Support Services
 - A letter from a government body, such as DWP or HMRC confirming the address
- 4.3 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):-
- Confirmation of FEET Funding (where necessary)
 - Eligibility code for +15 hours (where necessary)
 - Copy of baptism certificate (where necessary)
 - Certificate of Catholic Practice (where necessary). The Certificate may be obtained from your parish or from the Diocesan Website
<https://rcdow.org.uk/att/files/education/admissions/documents%202018-9/certificate%20of%20catholic%20practice.pdf>
 - Evidence of exceptional need (where necessary)
- 4.4 If applicants do not complete the above forms and return them together will all relevant required paperwork by the closing date of the **15th May 2019** the Governing Body will only be able to consider the application with the information available at that time.
- 4.5 Applications received after the closing date and those with documentation missing will be considered only after the initial allocation of places has been completed.
- 4.6 You will be advised of the outcome of your application by the School on **24th May 2019**.

If you do not provide the information required in the Nursery Application Form and return it by the closing date, together with all supporting documentation, it is likely to affect your child's chance of being offered a place.

5. Waiting List

Candidates who are not offered a place at the nursery will be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Each time a child is added to the waiting list, the list will be re-ranked in order of the oversubscription criteria. If a place becomes available during the school year, the place will be offered to the candidate at the top of the waiting list at that time, for the candidate to start at the beginning of the following term. However, children may be offered an optional fee paying place before the term they are due to begin if places are available. Where there are more children within an oversubscription criterion than places available, places will be decided by the drawing of anonymous lots as described in the Tie Break section above. The waiting list for admission will operate throughout the school year and will be held open until the end of the academic year. If a candidate on the waiting list is not offered a place during the academic year, a new application will need to be made for the following academic year. While a child is on the waiting list, any change in circumstances must be notified to the School in writing (at which point applicants may be asked to provide a fresh proof of address).

Inclusion in the School's waiting list does not mean that a place will eventually become available.

6. In-Year Applications

- 6.1 An application can be made for a place for a child at any time outside the admission round. Applications should be made to the School by contacting the Admissions Assistant at the School.
- 6.2 Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.
- 6.3 If there are no places available, the child will be added to the waiting list (see above).

7. Right of Appeal

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

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
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 a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making 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.
3. '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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest (who, after consulting with the Diocese, 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).
4. 'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer has (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years. It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago.

It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests.

Link to guidance:

[https://rcdow.org.uk/att/files/education/admissions/certificate%20of%20catholic%20practice%20guidance%20\(for%20priests\)\(1\).pdf](https://rcdow.org.uk/att/files/education/admissions/certificate%20of%20catholic%20practice%20guidance%20(for%20priests)(1).pdf)

5. '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.
6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. 'Brother or sister' includes:
 - (iv) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and
 - (v) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
8. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.
9. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this School, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
10. For the purposes of this policy, parish boundaries are as shown on the attached maps and list of roads and will be applied to the admission arrangements for 2019-2020.