



Saint Michael Catholic Primary School & Nursery

NURSERY

Admissions Policy

2026-27

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 be inclusive and 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 up to 46 children each day. This can equate to 92 part-time 15 hour places or 46 full-time 30 hour places or a combination of part-time and full-time places. The Governing Body has sole responsibility for admissions to the nursery and intends to admit up to 92 children in the school year which begins on 1st September 2026. 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 2025 and 31st August 2026.
- 1.4 The equivalent of up to ten full-time places will be prioritised in accordance with the oversubscription criteria below for candidates who are 2 years old. Within each of the oversubscription criteria, those eligible for Free Early Education for Two Year olds (FEET) will be prioritised before those who are eligible for up to 30 hours full-time places as working parents of 2 year olds and those willing to fund the place privately. Notification of FEET eligibility from your local authority or your eligibility code as a working parent will need to be enclosed at the time of application.
- 1.5 All 3 and 4 year olds are eligible to the universal entitlement of 15 hours of Funded Early Education. The equivalent of up to 36 full-time places will be offered in accordance with the oversubscription criteria below for candidates who are 3 and 4 years old. Within each of the oversubscription criteria, priority will be given to the universal entitlement of 15 hours of Funded Early Education, followed by candidates who are eligible for 30 hours full-time places as working parents of 3 and 4 year olds and those willing to fund the place privately.
- 1.6 If offered a full-time 30 hour place, the School will require the full 30 hours to be used at St Michael's Nursery and the child to attend nursery for the full week. These places will be allocated and applicants will be informed by the **18th May 2026**. Note that places will first be offered to candidates already attending the nursery.

More information on funded childcare entitlement and how to confirm eligibility is available here <https://www.surreycc.gov.uk/children/support-and-advice/families/childcare/help-with-childcare-costs/qualify>

- 1.7 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)
2. Catholic 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 & 10)
3. Catholic children with a brother or sister at the school or nursery at the time of admission, 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, 7 & 11)
4. Catholic children with a brother or sister at the school or nursery at the time of admission, with a Certificate of Catholic Practice who are NOT resident in the parishes of Saint Michael's, Ashford and Saint David's, Stanwell. (see notes 3, 4, 7 & 11)
5. Catholic 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 & 11)
6. Catholic children with a brother or sister at the school at the time of admission who are resident in the parishes of Saint Michael's, Ashford and Saint David's, Stanwell. (see notes 3, 7 & 11)
7. Catholic children with a brother or sister at the school or nursery at the time of admission, who are NOT resident in the parishes of Saint Michael's, Ashford and Saint David's, Stanwell. (see notes 3, 7 & 11)
8. Catholic children who are resident in the parishes of Saint Michael's, Ashford and Saint David's, Stanwell. (see notes 3 & 11)
9. Catholic children with a Certificate of Catholic Practice who are NOT resident in the parishes of Saint Michael's, Ashford and Saint David's, Stanwell (see notes 3, 4 & 11)
10. Other Catholic children (see note 3)
11. Other looked after and previously looked after children (see note 2)
12. Catechumens and members of an Eastern Christian Church (see notes 5 & 6)
13. Other children with a brother or sister at the school at the time of admission (see note 7)
14. Children of Other Christian Denominations with a certificate of baptism, or where a minister or faith leader verifies that the child is a member of the faith community by letter (see note 8)

15. Children of other Faiths where a faith leader verifies that the child is a member of the faith community by a letter (see note 9)
16. Any other children.

Priority Within an Oversubscription Category

Applications will be ranked in order of the oversubscription criteria above. Within each category, applications will then be prioritised in the following order:

Up to 10 full time places (or equivalent) for 2 year olds

- a) Candidates eligible for 15 hours Free Early Education for Two Year olds (FEET)
- b) Candidates with a preference for 15 hours as working parents of 2 year olds
- c) Candidates with a preference for 30 hours as working parents of 2 year olds
- d) Candidates paying privately

Up to 36 full time places for 3 and 4 year olds

- e) Candidates with a preference for 15 hours universal entitlement
- f) Candidates with a preference for 30 hours as working parents of 3 and 4 year olds
- g) Candidates paying privately for an additional 15 hours per week

3. Tie Break

If there are more applicants for places in the categories below, priority will be given in age order starting with the oldest.

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 bill (within the last 6 months) AND** one of the following:
 - Council tax demand notice for the year 2026-27
 - 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 working parents (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://education.rcdow.org.uk/wp-content/uploads/2019/10/Certificate-of-Catholic-Practice.pdf>

- 4.4 If applicants do not complete the above forms and return them together with all relevant required paperwork by the closing date of the **27th April 2026** 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 **20th May 2026**.

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. The waiting list for admissions 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 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. Previously looked after children also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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 (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). 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.

<https://education.rcdow.org.uk/governance-admissions/admissions-guidance/>

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:

(i) 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

(ii) 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. 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and

Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

9. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

10. 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.

11. 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 2025-26.

12. A child's 'home address' refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Appendix 1: Saint Michael Parish Boundary Map

Appendix 2: Saint Michael Parish list of roads

Appendix 3: Saint David Parish Boundary Map

Appendix 4: Saint David Parish list of roads

Appendix 5: Nursery Admissions Policy Summary