



For School use: **ADMISSION NUMBER**
Date received in office:

St Nicholas Catholic Primary School **SUPPLEMENTARY FORM FOR** **NURSERY Admission**

Effective for use from November 2017

To be completed for all children seeking admission to St Nicholas Catholic Primary School Nursery and submitted directly to the school.

SECTION 1: This section should be completed for all applicants

Name of Child:	Date of Birth:
Home Address:	Telephone: Home
.....	Telephone Mobile:
.....	Telephone Work:.....
.....	Birth Certificate (<i>copy enclosed</i>) YES/NO
Post Code:	Baptism Certificate (<i>copy enclosed</i>) YES/NO
E Mail Address:	Medical Conditions:
Name of Parent/Guardian:	(<i>Please give details on separate sheet</i>)
Your Relationship to the Child:	
Do you have parental responsibility for the child:	
Does your child have a statement of Special Educational needs?	Yes / No (please circle)
Is your child a 'Child in Care'	Yes / No (please circle)
If 'Yes', please give Local Authority.
Does your child have a brother or sister currently in the school?	Yes / No (please circle)
If 'Yes', please give her/his name and current class.	
Name:.....	Class:
Has your child previously attended Nursery or Primary School:	Yes / No (please circle)
If 'Yes' please give name of establishment

Please place a tick in a box if it describes your child's circumstances and delete either Yes or No.

Criterion 3 <input type="checkbox"/> Baptismal certificate attached?	Baptised Catholic children. Yes / No – if No, please ask a priest to complete PART B or give full details of the reasons at the end of this form.
Criterion 4 <input type="checkbox"/>	Children with at least one parent who is a baptised Catholic. Yes / No – if No, please ask a priest to complete PART B or give full details of the reasons at the end of this form.

Baptismal certificate attached?	
Criterion 5 <input type="checkbox"/>	Children with siblings already in the school at the point of application
Criterion 6 <input type="checkbox"/>	Children whose parents are enrolled in a programme of preparation for their child's baptism into the Catholic Church. Please ask a priest to complete PART B to confirm this.
Criterion 7 <input type="checkbox"/> Baptismal certificate attached?	Children who are members of another Christian denomination from a recognised Christian Church. Yes / No – if No, please ask a priest or minister to complete PART B or give full details of the reasons at the end of this form.
Criterion 8 <input type="checkbox"/>	Children who are members of another recognised faith tradition.
Criterion 9 <input type="checkbox"/>	Children whose parents' preference for the school is because they wish their child to experience faith-centred education.
Criterion 10 <input type="checkbox"/>	Children of members of staff employed at this school for more than two years when the application is made or recruited within the past two years to fill a vacancy for which there was a skills shortage.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official who should complete Part B and return it to the School.

You do not need to have Part B completed if either you have provided a copy of a baptismal certificate or if you seek priority under criterion 8.

Part B - to be completed by a Priest or Minister unless a baptism certificate is available.

Church	
Priest or minister	
Address	
Telephone	

Please place a tick in a box if it describes the child's circumstances, from your knowledge, with regard to the text in bold.

Criterion 3 <input type="checkbox"/>	Baptised Catholic children.
Criterion 4 <input type="checkbox"/>	Children with at least one parent who is a baptised Catholic.
Criterion 5 <input type="checkbox"/>	Children with siblings already in the school at the point of admission.
Criterion 6 <input type="checkbox"/>	Children whose parents are enrolled in a programme of preparation for their child's baptism into the Catholic Church.

Criterion 7 <input type="checkbox"/>	Children who are members of another Christian denomination from a recognised Christian Church.
Criterion 8 <input type="checkbox"/>	Children who are members of another recognised faith tradition.

I confirm that the information provided above is accurate.

Please sign here		Date	
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Where a parent is unable to provide a copy of a baptismal certificate.

I am unable to provide a copy of my child or my baptismal certificate or ask an appropriate priest or church minister to verify my child's circumstances because:

I confirm that the information provided above is accurate and would like the requirement to provide further evidence to be waived.

Parent's name			
Please sign here		Date	

ADMISSIONS POLICY 2017

1. St Nicholas Catholic Primary School is an Academy school situated in the Diocese of Plymouth and a member of Plymouth CAST Multi Academy Trust
2. The St Nicholas Catholic Primary School Governing Body has governance of the Nursery.
3. The St Nicholas Catholic Primary School Headteacher is responsible for the management of the Nursery.
4. The Governing Body is responsible for determining and administering the policy relating to the admission of pupils to the school and its nursery. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustees, and in its duty to the nursery and to the Catholic Community. The Governing Body has delegated responsibility for determining admissions to its Admissions & Pupil Welfare Committee.
5. Having consulted with the Local Authority and others in accordance with the requirements of the law, the Governing Body has set as its Planned Admissions Number for the nursery, 26 pupils (full time equivalent) for the forthcoming academic year.
6. Parents wishing to apply for a place at the nursery for their child must arrange for completion of the Nursery application form and return it to the school with supporting information as indicated below. All applications must be submitted on the nursery's application form.
7. Applications must be submitted at least one whole term in advance. Late applications may be considered at the discretion of the Admission's Committee.
8. Children eligible for funding to access early year's education will usually be admitted to the nursery at the start of the term following their third birthday. **There will be a three term entry – Autumn, Spring and Summer. Applications for places from September will be decided at the May Admissions Committee. Places from January will be decided at the October Committee, and places from April will be decided at the February Committee.**
9. Children *may* also be admitted from the half term after their 3rd birthday when they are NOT eligible for funding and will be invoiced termly for **all** booked hours. This is dependent upon the numbers in the Nursery and will be considered on a term by term basis.
10. Free Early Years Entitlement. All three and four year old children are entitled to 15 hours in an early years setting for up to 38 weeks per year. We offer up to 15 hours each week in our Nursery.
11. Parents can buy more hours for their child subject to availability. There is a charging policy which explains everything relating to paying fees. There will be a contract to sign as an agreement for any hours that you pay for and for your free entitlement that will be attended each week for the whole term. Once you have been offered a place the contract will form part of your acceptance of the offer of a place.
12. As a nursery in a Catholic school our primary responsibility is to provide an education that supports Catholic parents with their responsibility to share their faith with their children. As a result, Catholic children are prioritised in our admissions criteria.
13. That said, there are children in our nursery who are not Catholics and they are of course valued members of our community. We teach the Catholic faith but respect the denominations or faith tradition of each individual. We strive to be a Christian community that nurtures the spirituality of all members of the school community, regardless of their personal faith background.
14. As a Christian community, our school acknowledges that some children are more vulnerable than others. Without compromising the education we exist to provide, we are committed to playing our part in reaching out to vulnerable and marginalized children. Where, in full discussion with the Local Authority, our school is named on a child's Statement of Special Educational Needs, that child will be admitted before any other child ranked by the criteria below.
15. The Admissions & Pupil Welfare Committee ranks all applications in order on the basis of how each application matches our admissions criteria. These criteria are listed below and will be applied in order of priority.
If it is necessary to distinguish between children in a particular category, priority will be determined firstly by sibling and then on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school as plotted on Geographical Information System (GIS) (ie the shorter the distance the higher the priority). The definition of a sibling will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address. Home Address is

defined as the address where the child is normally resident. Where a child resides through shared custody, the address will be with the parent who receives child benefit. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code of Practice. This will be undertaken by the LA Admissions Manager in the presence of a school representative by the operation of an electronic random number generator.

The following criteria will apply in order of priority:

Children with a Statement of Special Educational need where the school is named will be admitted.

1. **Children in care or who were in care but ceased to be so because they were adopted, made the subject of a residency order or made the subject of a special guardianship order.** (Evidence required: Letter from the Local Authority)
2. **Children for whom an exceptional medical or social need is demonstrated.**
3. **Baptised Catholic children.** (Evidence required: Baptismal Certificate or the supplementary information form will allow space for a Catholic priest to sign and confirm his knowledge of the child's Baptism)
4. **Children with at least one parent who is a baptised Catholic.** (Evidence required: parent's Baptism certificate or the supplementary information form will allow space for a Catholic priest to sign and confirm his knowledge of the parent's Baptism)
5. **Children with siblings already in the school at the point of application.**
6. **Children whose parents are enrolled in a programme of preparation for their child's baptism into the Catholic Church.** (Evidence required: the supplementary information form will allow space for a Catholic priest to sign and confirm the enrolment)
7. **Children who are members of another Christian denomination from a recognised Christian Church, (Christian Church meaning a Church belonging to 'Churches Together in Devon'), providing such application is supported by the appropriate Minister of Religion.** (Evidence: baptismal certificate or the supplementary information form will allow space for an appropriate Minister of Religion to sign and confirm their knowledge of the child's baptism)
8. **Children who are members of another recognised faith tradition.** (Evidence required: the supplementary information form will allow space for an appropriate Minister of Religion to sign and confirm this fact)
9. **Other children of whatever background whose parents' preference for the school is because they wish their child to experience faith-centred education.** (Evidence required: the supplementary information form will allow space for the signature of the parent(s) making that statement)
10. **Children of members of staff employed at this school** for more than two years when the application is made or recruited within the past two years to fill a vacancy for which there was a skills shortage.
11. **All other children whose parents express a preference for the school for whatever reason.** (Evidence required: Submission of a Common Application Form including this school among its preferences.)

Additional Information

The following is also considered:

- a) There should be a balance of three and four-year-old children attending each session if possible.
- b) A session must last for a minimum of two and a half hours.
- c) All children must be offered 15 hours. Parents/carers may choose not to take up the offer of 15 hours, and would be able to attend another nursery or preschool for the balance of the sessions. Parents can access childcare sessions at another nursery or preschool; the cost of these sessions has to be met by the parent/carer.
- d) The hours may be taken as a combination of morning or afternoon sessions, and include lunchtime.
- e) Full time early education places can be offered to children in oversubscription criteria 2 or if Health, Social Services and Education professionals feel it would be beneficial to the child and/or family. This information should be provided with the application form. This arrangement may be temporary or for the duration of the child's time in the nursery or foundation stage unit.
- f) A place in a nursery class does not guarantee a place in the reception class of the school.
- g) Except in the case of late admissions, the parents of those children whom the Admissions & Pupil Welfare Committee have agreed to admit as pupils at the nursery will be informed by the Headteacher, in writing, no later than one calendar month after the start of the term before admission; parents shall be required within one calendar month thereafter to confirm or otherwise acceptance of the offer of a place.
- h) The parents of those children whose application for a place in the nursery was not successful will be informed by the Headteacher, in writing, no later than two calendar months after the start of the term before admission, of the Admissions & Pupil Welfare Committee's reasons for not offering a place at the school; together with a description of the rights of parents to lodge an appeal against the decision, including details of how, and to whom, such an appeal may be lodged.
- i) In the case of late applications, the success or otherwise of the application will be notified to you as soon as practical. There will be no right to appeal against a decision however, the parents shall be entitled to request that their child is considered for admission at the start of the next but one term and the original application reprocessed with the appropriate term's batch.
- j) If your child is unsuccessful in obtaining a place, but you still wish your child to be considered in the next round according to our criteria, please apply in writing to the Headteacher.