



DRAFT Nursery Admission Policy 2023/2024

Responsible for policy:
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Date approved by CC:
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Chair of LAC

Local Academy Committee
February 2022
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Recommended

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Nursery Admission Policy

2023 – 2024

The Admission Policy of the Academy Committee of Good Shepherd Catholic Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Academy Committee as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and always seeks to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

***Important Notice – Admission to School Reception Class**

Attendance at Good Shepherd Catholic School Nursery does not constitute a right to a place in the Primary School. The Common Application Form supplied online by the Local Authority for Reception Admissions must be completed in accordance with the Local Authority timeline for applications to our School Reception. Children attending our Nursery do not gain any preference or priority for admission to the school.

Admission Limit

The School’s Admission number for Nursery for the school year beginning September 2023 is 52 (26 morning places and 26 afternoon places) including provision for 30-hour Nursery provision for parents with a 30 hour code (extended entitlement - limited places available). This is the standard admission number for Nursery.

When children will be eligible to start

	Eligibility	Child’s D.O.B	Eligible to start
N1	Children are eligible for a N1 place if they are 3 years old before 31 August 2023	1 September 2019 - 31 August 2020	Beginning of term on or after 1 September 2023
N2	Children are eligible for a N2 place in the term after they turn 3.	1 September 2020 – 31 December 2020	Beginning of term on or after 1 January 2024
	Please note children are not eligible to start school (Reception class) unless they are 4 years old on 1 September. See note above*	1 January 2020 – 31 March 2021	Beginning of term on or after 1 April 2024

Session Times

- Morning Nursery: 8:30am – 11:30am (15-hour places)
- Afternoon Nursery: 12:30pm – 3:30pm (15-hour places)
- All day Nursery: 8:30am – 3:30pm* (a limited number of places are available for parents eligible for 30-hour funding, with a 30-hour code). It is the parent’s responsibility to apply for their code and provide evidence of the code to the school (this code must be renewed every three months). A copy of the code must be provided

to the school the term prior to starting. Failure to provide the school with an eligible code will result in the 30-hour provision being withdrawn and the hours will revert to the universal 15 hours.

*The 35 hours above include one-hour optional lunchtime care daily (five hours per week). If your child remains in school at lunchtimes, you will be charged **£2:00 per day** for lunchtime care, a total of £10 per week, which must be paid monthly. Failure to pay for lunchtime care will result in the lunchtime care provision being withdrawn. **You must provide your child with a packed lunch.**

It is expected that children opting for morning or afternoon Nursery will attend all five sessions Monday to Friday.

The original Birth Certificate and Baptism Certificate (if applicable) must be seen by the school before the application is processed. Only a copy of the Baptism Certificate is retained by the school. We may occasionally request proof of address.

Nursery Education Entitlement

Where a child also attends a private or voluntary sector setting, parents should be aware that the child is not eligible for Nursery Education Funding in that setting, if they take up their full 15-hour entitlement in the school Nursery. It is expected that children will attend all five sessions Monday – Friday. However, parents wishing to split the entitlement will be given equal consideration as those applying for a place at the Nursery only. Children are admitted to Nursery in September, following their third birthday (the year prior to their entry into school) and then if any places are remaining, we will allocate places at the start of the Spring and Summer terms, again provided the child is 3 years old. The places will be allocated in line with the criteria on our Admissions Policy.

Allocation of Nursery Places

Admissions are primarily allocated to those pupils eligible to start in the Autumn term (N1)– this is done in the Summer term prior to the start date. If there are any remaining places in January, they will be offered to those pupils eligible (N2). Any remaining places after this will be allocated during the Summer term to eligible pupils (N2).

If the number of applications is less than the Nursery admission number, then all eligible applicants will be offered a place. If the number of applications exceeds the admission number, the Academy Committee will give priority to applications in accordance with the criteria listed below, provided that the Academy Committee are made aware of that application before decisions on admissions are made.

Good Shepherd Catholic Primary School is part of St Elizabeth's Parish. For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <http://www.birminghamdiocese.org.uk/parish-map/> and will be applied to the admission arrangements for the academic year 2022/23. The Academy Committee will notify parents of their decision in April/May each year.

Places will be offered to children in accordance with the following criteria which will be prioritised in the order in which they are set out below:

Main Criteria:

- a) Places in N1 will be offered to children who currently have a full-time or part-time place in our nursery as N2 children at the end of the previous academic year
- b) Places will then be offered to children eligible for N1, in accordance with the oversubscription criteria 1. – 8. below

- c) Places will then be offered to children eligible for N2 in accordance with the oversubscription criteria 1. – 8. below.

Oversubscription criteria:

- 1. Baptised Catholic children who are in the care of a Local Authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)**
- 2. Baptised Catholic children (see note 2 below) living within the Parish of St Elizabeth's who have a brother or sister (see note 3 below) in the school at the time of admission**
- 3. Baptised Catholic children living within the Parish of St Elizabeth's**
- 4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission**
- 5. Other Baptised Catholic children**
- 6. Non-Catholic children who are in the care of a Local Authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)**
- 7. Non-Catholic children who have a brother or sister in the school at time of admission.**
- 8. Non-Catholic children.**

Over Subscription

If there is over subscription within the category, the Academy Committee will give priority to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the centre of the applicant's home address to the centre of the school site. We will use the Coventry Local Authority computerised system, which measures all distances in miles. Ordnance Survey supply the coordinates that are used to plot an applicant's home address within this system (see note 4).

In a very small number of cases, it may not be able to decide between the applicants of those pupils who are qualifiers for the final place according to the Nursery admission number. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all the children would cause the standard admission number to be exceeded, the Academy Committee will draw lots to select the child to be offered the final place. Where appropriate, the Academy Committee will give consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Special Educational Needs

If a Nursery child has Special Educational Needs, the school SENCO should be made aware of the situation so that the individual needs of your child can be met effectively and so that we can work together to prepare and plan the Nursery provision for your child. A child will not be refused admission to our Nursery because they have special educational needs.

EHCP

Children with an approved Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Note 1

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic please see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest. Failure to provide evidence of Baptism may affect the criterion the child's name is placed in.

Note 2

The definition of a brother or sister is:

- a brother or sister sharing the same parents;
- half-brother or half-sister, where two children share one common parent;
- step-brother or step sister, where two children are related by a parent's marriage;
- step brother or step sister
- adopted or fostered children.

The children must be living permanently in the same household.

Note 3

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

Waiting Lists

Waiting lists for admission will remain open after September. The waiting list will be kept by the Academy Committee in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

If any information given in the application form is found to be false, any place offered may be withdrawn.

Appendix

Definition of a “Baptised Catholic”

To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a “Baptised Catholic” for the benefit of parents who are making applications and for Academy Committee who formulate and apply the criteria for admissions.

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Catholic Communion of the Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written Evidence of Baptism

The Academy Committees of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of Catholic baptism/ Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, 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.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

The Academy Committee may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

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