

**SAINT MARY'S CATHOLIC PRIMARY SCHOOL - ROYSTON**  
**ADMISSION ARRANGEMENTS FOR 2018-19**

<b>THE SCHOOL GOVERNORS' ADMISSION POLICY: NURSERY</b>
--------------------------------------------------------

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

**The Local Authority (LA) no longer coordinates nursery admissions. Applicants should apply online directly to the school. The application process opens on 30 October 2017 and closes on 19 January 2018. Places are offered in early February 2018.**

The Governors intend to admit 26 children at Nursery age in the school year commencing September 2018.

For Nursery, applications are invited for September 2018 for children born between 1/09/2014 and 31/08/2015.

**Each 15hrs allocation will be in the form of a morning session, Monday to Friday. Morning sessions will be between 9am and 12 noon. We also offer afternoon care which can be funded via the 30 hours of free childcare scheme for those families who are eligible. For families who are not eligible under the childcare scheme the additional 15 hours can be paid for separately.**

#### **OVERSUBSCRIPTION CRITERIA**

When there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangement orders or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children with a Certificate of Catholic Practice
3. Other baptised Catholic children.
4. Other 'looked after' children and other children who have been adopted or made subject to child arrangement orders or special guardianship orders, immediately after having been looked after.
5. Baptised children from non-Catholic families whose parents can demonstrate commitment to the Christian faith and its practice. We will include in this criterion the children of parents who practise a Christian faith where infant baptism is not used e.g. Baptists, Trinity Life Church.
6. Baptised children from other non-Catholic families.

7. Children of other faiths whose application a religious leader supports by confirming membership of the faith.
8. Any other children.

Within each of the oversubscription categories priority will be accorded to children who have siblings (see 'Notes and Definitions' for definition of sibling) in the school in years Reception to 6 at the time of admission to the school.

### **EXCEPTIONAL NEED**

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

### **MULTIPLE APPLICATIONS**

Twins and children of multiple births are an exception to infant class size legislation (2.15 (g) Schools Admissions Code Feb 2012). Therefore, where there is one place remaining and siblings of a multiple birth application meet the criteria and are the next ranked application, all the siblings of that given multiple birth application will be offered a place even when this takes the class size above 26.

### **APPLICATIONS IN PREVIOUS YEARS**

- 2016-17: our final successful applicant was within criterion 8: 'Any other children'
- 2015-16: our final successful applicant was within criterion 8: 'Any other children'
- 2014-15: our final successful applicant was within criterion 7: 'Children of other faiths'
- 2013-14: governors used the distance tie break to award the final place to an applicant within criterion 8: 'Any other children'
- 2012-13: our final successful applicant was within criterion 8: 'Any other children'
- 2011-12: our final successful applicant was within criterion 8: 'Any other children'
- 2010-11: our final successful applicant was within criterion 8: 'Any other children'
- 2009-10: our final successful applicant was within criterion 8: 'Any other children'

- 2008-09: our final successful applicant was within criterion 8: 'Any other children'

### **TIE BREAK**

Where the offer of places to all the applicants in any of the criteria listed above would still lead to oversubscription, the places up to the admission number will be offered to those living the nearest distance from the school. We will use the straight-line distance measurement using Google maps (the home address is defined as the address at which the child resides for 50% or more of the school week). If one place remains and the last two children on our ranked list live the same distance from the school, the Governing body will draw lots in the presence of an independent witness.

### **FAIR ACCESS**

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admission, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the Diocese for the current admission year; this includes being prioritised above those on the waiting list. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

### **IN-YEAR ADMISSIONS**

The school's in-year admission arrangements will work within the remit of Hertfordshire's agreed scheme of in-year co-ordination. The Governing Body remains responsible for the allocation of all places in accordance with the school's admission policy.

Applications for in-year admissions are made in the same way as those made during the normal admissions round and applications should be sent directly to the school.

Where there is no waiting list the child will be admitted. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children.

If a place cannot be offered at this time you will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. A new In Year application must be made at the end of the academic year to ensure that the parent remains on the waiting list. When a place becomes

available the Governing Body will offer that place to the child that is at the top of the list.

### **SUMMER BORN CHILDREN**

Children are eligible to access a free early education (nursery) place from the term after which they are three until the child reaches compulsory school age, the beginning of the term following their fifth birthday. Parents of summer born children i.e. a child born between 1<sup>st</sup> April-31<sup>st</sup> August may wish their child to remain within the nursery class until compulsory school age. They may do this without having to reapply for a nursery place but they must notify the school before the end of the spring term (i.e. prior to the Easter break). The school can then take the number of summer born children continuing for another year into account when allocating places.

### **APPLICATION PROCEDURES 2018-2019**

**The application process for 2018/19 nursery places opens on Monday 30 October 2017. The closing date for applications is Friday 19 January 2018. Any applications received after this period will be late applications and will not be considered until all the on time applications have been processed.**

All parents applying for places in Nursery are asked to complete an Early Years Application Form and a St. Mary's Supplementary Information Form (SIF) and return them to the school. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. The admission policy and forms are available on the school's website:

<http://www.stmarysroyston.co.uk/key-information/admissions>

Alternatively you can collect the forms from the school or contact the school and ask for them to be sent to you.

If you do not have Internet access at home, you can use the Internet at your local library free of charge or telephone the school and arrange a time to come in and use one of our computers.

Applicants applying under criterion 2 must submit a Certificate of Catholic Practice form (CCP) by the closing date. Those applying under criterion 2 and 3 should submit a certificate of Catholic baptism and for those applying under criteria 5, 6 or 7 a letter from their Vicar or Minister on letter headed paper will be acceptable.

The Early Years Application Form, SIF and CCP or letter (where appropriate) should be returned to the school via email:

[debbie@st-marys-royston.herts.sch.uk](mailto:debbie@st-marys-royston.herts.sch.uk)

or handed directly to the school office.

If you do not complete the forms described above, and return them by the final date for applications the Governing Body will be unable to consider your application fully and it is unlikely that your child will be offered a place.

The CCP is available from the priest at the parish where the family normally worships or from the Diocesan website

[rcdow.org.uk](http://rcdow.org.uk)

You will be advised of the outcome of your application by the school in early February 2018.

Parents / carers should accept the place as soon as possible.

### **NURSERY CHILDREN**

Attendance at the nursery **does not** guarantee a place in Reception. Parents of children attending St. Mary's Nursery **must** make a fresh application for Reception including all supporting forms.

### **RIGHT OF APPEAL**

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you have the right of appeal via the Chair of Governors. Please contact the school for further details.

### **WAITING LIST**

In addition to their right to appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The list is maintained in the order of the over-subscription criteria set out in the policy and not in the order in which applications are received. Names will be removed from the list on 31<sup>st</sup> August 2019, unless applicants write to the school requesting to remain on the list.

### **PUPILS WITH EDUCATIONAL, HEALTH AND CARE PLAN (EHC)**

The admission of pupils with an Educational, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Children with this school named in their EHC Plan will be admitted.

### **CHANGE OF DETAILS**

If any details on either or your forms change between the date of application and the receipt of the letter of offer or refusal you **must** inform the school immediately. If misleading information is given or allowed to remain on either of your forms the Governing Body reserves the right to withdraw the place, even if the child has already started at the school.

## **NOTES AND DEFINITIONS (THESE FORM PART OF THE OVERSUBSCRIPTION CRITERIA)**

- a) Within each of the oversubscription categories priority will be accorded to children who have siblings in the school at the time of the child's entry into Reception. Sibling refers to brothers and sisters, stepbrothers and sisters, half brothers and sisters or adopted brothers and sisters.
- b) For categories 1, 2, 3, 5, 6 and 7 a certificate of baptism is required unless the family belongs to a Christian church where infant baptism is not used, in this case a letter from their Vicar or Minister, on letter headed paper, will be acceptable.

**'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 them (e.g. children with foster parents at the time of making an application to the school).

**'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.

**'Child Arrangements Order'** a Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling 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'** a 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).

**'Parent'** means the adult or adults with legal responsibility for the child.

**'Sibling'** means brother or sister, to include adopted brothers and sisters, half brothers and sisters, step brothers and sisters or looked after children and children previously looked after living permanently at the address. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

**'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.

**'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 the 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 <http://rcdow.org.uk/education/governors/admissions/>

**‘Children of other faiths’** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 7 above 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.

**‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

**‘Christian’** 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 CYTÛN 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.

**‘Resident’** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.