



NURSERY ADMISSIONS POLICY September 2017 – August 2018

St Mary's is a Catholic Primary and Nursery School within the Diocese of Westminster, founded for the education of Catholic children of the parishes of

- Our Lady of Sorrows & St Bridget's, Isleworth
- St Vincent de Paul, Osterley and
- St Margaret of Scotland, St Margaret's Twickenham

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 Governors intend to admit up to the schools Published Admission Number (PAN) of 26 pupils to the Nursery. The Governing Body has responsibility for admissions to the school. To apply complete the school Supplementary Information Form (SIF) and return it to the school office together with all the relevant paperwork required for your application. Then complete a London Borough of Hounslow Application Form (AF). If you do not complete and return both the AF, SIF and other supporting information by the closing date, the Governing Body may be unable to consider your application fully.

Parents are advised that a place in the Nursery does not guarantee a place in Reception.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than places the Governors will make offers of places in accordance with the following criteria and in the priority order listed below:

1. Catholic¹ looked after children² and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.
2. Catholic children with a Certificate of Catholic Practice³ whose application is supported by a baptism certificate for the child and the child is resident⁶, **at the time of application**, within the parishes of
 - Our Lady of Sorrows & St Bridget's, Isleworth
 - St Vincent de Paul, Osterley
 - St Margaret of Scotland, St Margaret's Twickenham

Additional copies of maps of parish boundaries are available from the school website, your Parish and the Diocese of Westminster Tel: 020 7798 9033

3. Catholic children with a Certificate of Catholic Practice³ whose application is supported by a baptism certificate for the child.
4. Catholic children from Catholic families whose application is supported by a baptism certificate for the child.
5. Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.
6. Children who are Catechumens⁴ or members of other Eastern Orthodox Churches, whose application is supported by a letter of reference from the priest and a baptism certificate for the child or a certificate of reception from the authorities of that Church.
7. Christians⁵ of other denominations with a Baptismal Certificate or a Certificate of Dedication whose parents/guardians wish them to have a Catholic education and whose application is supported by their Minister.
8. Christians without a Baptismal Certificate or a Certificate of Dedication whose parents/guardians wish them to have a Catholic education and whose application is supported by their Minister.
9. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
10. Any other applicants.

If the school is oversubscribed the following provision will be applied to each of the above criteria.

- A. Top Priority will be given to any child within each of the above criteria who has a social, medical or pastoral need * which can only be met at St Mary's Catholic Primary School Isleworth.

** Compelling written evidence **at the time of application** from a recognised professional body such as a social worker, doctor or priest must be provided and will be treated in the strictest confidence*

- B. Priority will be given to any child within each of the above criteria who has a sibling⁶ in the school **at the time of admission.**

Then, if the school is still oversubscribed proximity of the child's residence⁷ to the school is used **. For applicants who live the same distance from the school, random allocation by drawing of lots in the presence of an independent witness will be used.

** *The route from home to school has been measured using the shortest available route. The start point (footprint of the property) is provided by ordnance survey from information compiled from the Royal Mail or LA. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and not programmed to be used by the measuring system. The shortest available route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions. This programme integrates with the LA's database. The end point of the route is the nearest of the school gates which is used for pupils to enter the school grounds. The location of these gates has been set by the LA and consulted with each individual school to ensure accurate placement of the gate and its availability for use.*

The Local Authority cannot take a measurement from another measuring system into account. Other measuring systems may give a different measurement.

Explanatory Notes (these notes form part of the CRITERIA FOR ENTRY)

¹ **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Rite Churches (list available from the school, your parish and the Diocese of Westminster Tel: 020 7798 9033). 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 priest's reference 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).

² **'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). An **'adopted'** child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders). **'Residence Order'** is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

'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).

³ **'Certificate of Catholic Practice'** means a certificate given by the family's parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops' Conference of England and Wales.

⁴ **'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.

⁵ **'Christian'** means a member of a church which belongs to 'Churches Together in Britain and Ireland'.

⁶ **'sibling'** means a brother or sister (not cousin) including half-, step-, adoptive brother and sister who live at the same address as the child.

⁷ **'residency'** is where the child/children resides for 50% of their school week. This would be determined by address shown on Council Tax and Child Benefit documents.

Multiple Applications (i.e. twins, triplets or other multiple applications from one family).

If a final place at the school is going to be offered to a child who is one of multiple births, then their twins, triplets etc. will be offered a place as well. If multiple-birth children are at the top of the waiting list and only one place is available, the other siblings will be offered a place as well.

Pupils with an Education Health Care Plan (EHCP) / Statement of Special Educational Needs

The admission of pupils with an EHCP or Statement of Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements made by the pupil's home Local Authority. Details of this separate procedure is set out in the *Special Educational Needs Code of Practice*.

For clarity St Mary's Catholic Primary School has a duty to admit a child with an EHCP or Statement of Special Educational Needs naming the school where it is possible for the school to meet these needs.

Unsuccessful Applications

If you do not get offered a place you do not have the right to Appeal as Nursery is not a statutory school age.

Unsuccessful applications will be retained by the school. Whenever a place becomes available the oversubscription criteria will be applied to all applications held by the school. The Governing Body will make an offer of a school place based on the oversubscription criteria. The unsuccessful applications will only be held in the school until 31st August. Beyond this, if parent's wish to be considered, they will have to complete an Application Form. It is the parent's responsibility to inform the school of any change in circumstances and provide the supporting documentation (e.g. residency, social, medical or pastoral).

Please ensure that all sections of the forms are completed in full and that you provide supporting evidence, failure to do so will result in the Governing Body not being able to consider your application.