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**St Laurence’s Catholic Primary School**

**Nursery**

**Admissions Policy**

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| This policy was reviewed:  | September 2022 |
| By name: | Mr P Connolly  |
| Position: | Chair of Admissions Committee |
| Signature: | P. Connolly |

**Our Mission Statement**

We aim to celebrate our partnership with the families we serve and the community we live in.

We aim to provide an education that enables each child to reach their full potential.

Our aim is the creation of an atmosphere where all are valued, gifts and talents are celebrated and the gospel values of love, respect and justice are at the heart of all we do.

**Our Vision**

Everyone feels a sense of belonging,

Has the opportunity to shine,

To enjoy their teaching and learning

But most of all – to dream big!

**St Laurence’s Catholic Primary School**

**Determined Nursery Admission Policy and Arrangements 2022/2023**

­St Laurence’s is a Catholic School under the trusteeship of the Archdiocese of Liverpool. It is maintained by Knowsley Council.

As a Voluntary Aided School, the Governing Body is the **Admissions Authority** and is **responsible for taking decisions on applications for admissions.**

For the school’s year commencing September 2022, the Governing Body has set its admissions number at 52 (26 AM and 26 PM).

Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

The governing board is responsible for determining and administering the policy relating the admission of children to the Nursery. It is guided in the responsibility by:

\*The requirements of the law

\*The advice of the Archdiocesan Trustees on the nature and purpose of its duties

\*Its duty towards the school and the Catholic community it serves

\*The Catholic character of the school and its Mission Statement

\*Recognition of the parish boundary

The Nursery serves, in the first instance, Baptised Catholic children resident in the parish of St Joseph’s and St Laurence’s.

The nursery is able to offer children 15 or 30 hours a week. Our 30 hours offer is for parents in receipt of the government’s code. This code MUST be presented before a child starts on a termly basis to our business manager. If this code is not presented this could jeopardise your 30 hour place. Please note 15 hour places are offered first to parents requesting it. 30 hour places will be offered after this.

Our school sessions are:

15 hours Monday – Friday 8.30 -11.30am or 12.30 -3.30pm

30 hours Monday – Friday 8.30 – 11.30am then 12.30 – 3.30pm (a full day)

(payment over lunch 11.30 – 12.30)

Parents must complete a Nursery application form, obtainable from the school office. If you wish your application to be considered against the School’s faith/denomination criteria then you should **ALSO** complete the Supplementary Form which is available from the school office too.

All applications will be considered on an equal basis and, where there are more applications than the number of places available, the following set of OVERSUBSCRIPTION CRITERIA will be applied:

**OVERSUBSCRIPTION CRITERIA**

1. Looked After Children and previously Looked After Children.

2. Baptised Catholic children who have a sibling in the school at the time of admission.

3. Baptised Catholic children resident in the parish of St Joseph and St Laurence’s.

4. Other baptised Catholic children.

5. Other children who have a sibling in the school at the time of admission.

6. Children from other Christian denominations. **Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required**.

7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

8. Other children.

If it is not possible to offer places for all applications within any criteria above then places will be allocated to the children who live nearest to the school. The distance will be measured by straight line distance between the child’s permanent home address and the school using the local authority’s computerised measuring system.

**Important Notes:**

a. Applications will be considered:

* In April for children who turn 3 by 31st August for potential entry in September.
* In October for children who turn 3 by 30th November for entry in January.
* In February for children who turn 3 by 31st March for entry in April.

**PLEASE NOTE: All of the above dates will take place if places are available.**

**Applications for September 2022 entry should be submitted by the beginning of March 2022.**

All applications received by the closing date will be considered together against the policy. Applications received after that date will be treated as **late applications** and may not be considered until after the main allocation of places has taken place**.**

The school will inform you by letter of the outcome of your application:

* Where a place can be offered, the letter will give a start date.
* Where a place cannot be offered, names will be kept on a waiting list in line with the above criteria and if places become available they will be offered from the waiting list. **There is no right of appeal. A letter may be considered by the governing body, but this does not guarantee a place.**

Parents of children already attending the nursery before the end of Summer term have first choice of sessions beginning in the following Autumn term before they are offered out to new parents.

Parents/Guardians must accept the place in writing, on the reply form provided, within 1 week.

There will be staggered admission of new children – not all children will start on the same day, attend full time or start at the same time; letters will be sent to parents for entry details.

**Please take note of information relating to the Oversubscription criteria below:**

A. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.

B. For a child to be considered as a Catholic, evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications. A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (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.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their 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.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of ‘Baptised Catholics’.

A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

C. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder’s or other relative’s address.

D. Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

E. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. **The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list.** This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will be retained until at least the end of December of the relevant year of the admissions process.

F. For ‘In Year’ applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

G. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application or the school believes that underhand activity has taken place.

**Please Note:-**

\*\***Any offer of a nursery place is subject to parents/carers providing proof documents of information given on the form.**

\*\***The granting of a Nursery place does not guarantee a place in the Reception class of St Laurence’s Catholic Primary School.**

**REVIEW OF POLICY**

The effectiveness of this policy will be reviewed annually by the Senior Leadership Team and every three years by the Governing Body. If changes are made to the policy, the Governing Body will ratify amendments.

This policy was reviewed:

Signed: P Connolly

Designation: Chair of the Admissions Committee

Date: September 2022