

Archdiocese of Westminster

St Thomas of Canterbury Catholic Primary School



Nursery Admissions Policy

September 2022 to July 2023

Admissions Policy for 2022/23

Nursery

St Thomas of Canterbury Catholic Primary School, Puckeridge, Ware, Herts SG11 1RZ

St Thomas of Canterbury Catholic Primary School was founded by the Catholic Church to provide education to the children of catholic families. Wherever there are more applications than places available, priority will be given to catholic children in accordance with the over-subscription criteria listed below. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Articles of Association, and seeks at all times to be a witness to Our Lord Jesus Christ.

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 be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of the applicant who is not catholic to apply for (and be admitted to) a place at the school in accordance with the admission arrangements.

In the last three years governors have been able to admit in all the categories of the oversubscription criteria.

The Published Admission Number (PAN) for 2022/23 is 15. It is this number because we are a half form entry per year. The Governing Body has sole responsibility for admissions to this school and intends to admit 15 children in the school year which begins in September 2022. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2022 and 31st August 2023.

Oversubscription Criteria

Within each category priority will be given to children with a sibling attending the school at the time of admission. This rule will be applied prior to distance criteria.

Where there are more applications 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 arrangements orders or special guardianship orders) immediately after having been looked after including those who appear (to the admission authority) to have been in state care outside of England.

2. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after including those who appear (to the admission authority) to have been in state care outside of England.
3. Baptised Catholic children
4. Children of families who are members of other Christian faith backgrounds.
5. Children of families who are members of other faith backgrounds.
6. Any other children.

For criteria 4 and 5 either a certificate of baptism or a letter from the minister/faith leader confirming membership of the faith community will be required.

Exceptional Need

Governors will give priority within a category to an application where there is proof of a particular medical or social reason which can only be met at this school. To demonstrate an exceptional social or medical need of the child which can only be met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or a priest.

Multiple Applications

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Tie Break

If there are more applications received that fulfil the criteria in any of the categories than there are places available, the school will offer places up to the admission number to those living nearest the school. Hertfordshire County Council's 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocols. Accordingly, outside the normal admissions round, the governing body is empowered to

give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year and children may also be admitted before children on the Continuing Interest List if necessary. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Pupils with an Education, Health and Care (EHC) Plan

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice – January 2015. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

Change of Details

If any of the details on your forms change between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority 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 of Terms

Catholic: a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of Reception into the full communion of the Catholic Church. This also includes a looked-after child in the process of adoption with a Catholic family, who would have been baptised were it not for his/her status as a looked-after child.

Children Looked After:

A “child looked after” 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 e.g. children with foster parents at the time of application to the school (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under Rule 1 and Rule 2

Children in the process of being placed for adoption are classified by law as children looked after, providing there is a Placement Order and the application would be prioritised under Rule 1 and Rule 2.

Children who were not “looked after” **immediately** before being adopted or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under Rule 1 and Rule 2. Children previously looked after abroad and subsequently adopted or made the subject of a child arrangement order or special guardianship order, will be prioritised under Rule

1 and Rule 2 if the child's previously looked after status and adoption is confirmed by Hertfordshire's "Virtual School".

The child's previously looked status will be decided in accordance with the definition outlined in The Children & Social Work Act 2017:

- i. to have been in state care in a place outside England and Wales because he or she would not otherwise have been cared for adequately, and
- ii. to have ceased to be in that state care as a result of being adopted.

A child is in "state care" if he or she is in the care of, or accommodated by –

- (a) a public authority,
- (b) a religious organisation, or
- (c) any other organisation the sole or main purpose of which is to benefit society.

Child Arrangements Order.

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

Special Guardianship Order.

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

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

Sibling: A sibling must be on the roll of the school at the time the younger child starts. A sibling means the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application.

Where a place is obtained and the child admitted to the school and it is subsequently identified that this place was gained fraudulently, there will be no sibling connection available to subsequent children from that family.

Children of other Christian denominations: for the purposes of this policy, means: 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 witness to in the Scriptures and is committed to working in the Spirit of the above.

All members of Churches Together in England and Cytun (Wales) are deemed to be included in the above definition, as are all other Churches and ecclesial communities that are in the membership of any local Churches Together Group (by whatever title) on the above basis.

Children of other faiths means children who are members of a religious community that does not fall within the definition of “Other Christian denominations” 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 a belief in more than one God
- 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.

Baptised: By this we mean baptised into the Catholic Church. 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.

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.

Home to school distance measurement

Hertfordshire County Council’s ‘straight line’ distance measurement is used for all home to school distance measurements for admission allocation purposes. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child’s house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

APPLICATION PROCEDURE 2022/23

In order to make an application, you **must** complete an [Early Years Application Form \(EYAF\)](#) (hard copy available from School Office). You **should** also complete the school’s **Supplementary Information Form (SIF) to be found at the bottom of this Policy**. The information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. **Please return the SIF and EYAF (in person or by post) to the school at the address above** together with all other relevant paperwork required for your application by the closing date of **15 December 2021**.

Offers

On 10th January 2022, you will receive an email and letter from the school notifying you of the outcome of the Application. Parents/carers should accept or decline the place offered by **20th January 2022**.

Please contact us if you need help in applying for admission to our school:- telephone : 01920 821450

e-mail : admin@stcanterbury.herts.sch.uk

In-Year Admissions

Applications for In-Year admissions are made directly to the school. If a place is available and 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. If your application is unsuccessful you may ask us for the reasons and have the option to remain on our Continued Interest list. A child's position on the Continuing Interest (CI) list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. Continuing interest lists will be maintained for Nursery until the summer term. When a place becomes available the Governing Body will decide who is at the top of the list, in accordance with the oversubscription criteria, so that an offer can be made.

Part-time attendance

Applicants may request that their child attend part-time.

Children Educated Outside their Chronological Age Group (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

Nursery Children

Attendance at the nursery **does not** guarantee a place in reception. Parents of children attending St Thomas of Canterbury nursery **must** make a fresh application for reception.

Waiting List

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list (our Continued Interest List). This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on **22 July 2022**.

Appeals

Parents have the right to appeal to the Governors of the school. This should be done by email to the School Office (admin@stcanterbury.herts.sch.uk) marked for the attention of the Chair of Governors.



Diocese of Westminster

Catholic Primary Schools

Nursery Supplementary Information Form 2022/23

Name and Address of School:

**St Thomas of Canterbury Catholic Primary School, Puckeridge, SG11
1RZ**

Child's Details

Child's surname:	
Child's first name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

Parent/ Carer's name:	
Address (if different from above):	
Telephone number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination)	Other faith (name of faith)
Catholic Parish you live in:			

Church where child was baptised and date of baptism: (baptism certificate required)	
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I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Please note:

- Applicants from other Christian denominations and other faiths may attach a letter confirming membership of the faith community from their minister or religious leader.
- You **must** complete your local authority's **online or paper application form** and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed :

- Early Years Application Form
- Copy of baptism certificate?
- Evidence of exceptional need (where appropriate)