



NURSERY CLASS ADMISSIONS POLICY 2018-2019

..... J. CHANDLER
Chair of Governors

FOR REVIEW AUTUMN TERM ANNUALLY

ST SAVIOUR'S R.C. PRIMARY SCHOOL

NURSERY CLASS ADMISSIONS POLICY

MISSION STATEMENT:

THE PERSON AND TEACHINGS OF JESUS CHRIST ARE CENTRAL TO OUR CATHOLIC COMMUNITY.

WE LOOK TO JESUS FOR EXAMPLE AND INSPIRATION IN ALL AREAS OF SCHOOL LIFE.

HIS GOSPEL VALUES UNDERPIN AND PERMEATE EVERYTHING WE DO.

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St. Saviour's Catholic Primary School is a Voluntary Aided school in the Archdiocese of Southwark. It was founded by the Catholic Church 'to provide education for children of Catholic families'. The School is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. All applicants are required to declare their positive support for the aims and ethos of the School.

The governing body has sole responsibility for admissions to this school and intends to admit pupils to the Nursery class to reach the quota of 25 WTE in the school year, which begins in September 2018.

### **Oversubscription**

After the admission of pupils with statements of Special Educational Needs where St. Saviour's R.C. Primary School is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) Looked after Catholic children (in public care<sup>(1)</sup>) and children looked after<sup>(1)</sup> by Catholic families.
- b) Baptised Catholic<sup>(2)</sup> children from practising<sup>(3)</sup> Catholic families (as demonstrated by the family and verified by the parish priest) and who are resident in the Parish<sup>(5)</sup> of St. Saviours;
- c) Baptised Catholic<sup>(2)</sup> children from practising Catholic families (as demonstrated by the family and verified by the parish priest) and who regularly attend St. Saviours Catholic Church (Lewisham) but are resident outside the Parish<sup>(5)</sup>.
- d) Baptised Catholic<sup>(2)</sup> children from practising Catholic families (as demonstrated by the family and verified by their parish priest) and who are resident in other parishes;
- e) Other Baptised Catholic<sup>(2)</sup> children;
- f) Non catholic children in public care<sup>(1)</sup>
- g) Children of Roman Catholic Catechumens<sup>(4)</sup>
- h) Baptised Eastern Orthodox<sup>(5)</sup> children;
- i) Christians of other denominations whose parents are in sympathy with the aims and ethos of the School and whose application is supported by a minister of religion.

- j) Children of other faiths whose parents are in sympathy with the aims and ethos of the School and who can provide evidence of regular practice of their faith.
- k) Other applicants

If it is necessary to distinguish between applicants within any of the above categories, places will be offered first to those applicants who have a sibling<sup>(6)</sup> who will be attending the School at the proposed date of admission of the applicant *and who is expected to be on the roll of the school after the intended date of admission*. After siblings, the remaining places will be allocated to those whose home addresses are closest to the School, as measured by a straight line distance from the main entrance of the School to the main entrance to child's normal place of residence.

## **Definitions**

For the purposes of the criteria set out above the following definitions will apply:

1. Children in public care (sometimes referred to as Looked After Children) are children who are in the care or interim care of a local authority pursuant to S31 & S38 of the Children Act 1989 or who are accommodated by a local authority,. Pursuant to S20 of the Children Act 1989.
2. Baptised Catholic children are those with a certificate of baptism from a Roman Catholic Parish or from a parish of an oriental Rite Church in communion with the See of Rome.
3. Practising Catholic Families are defined as those who attend Mass on Sundays (family being the child and their immediate family/legal guardian).
4. Roman Catholic Catechumens are those who have a duly authorised certificate of enrolment in the Catechumenate.
5. East Orthodox children are those with a certificate of baptism from an Eastern Orthodox Parish.
6. The Parish Boundaries will apply as shown on the published Parish Boundary map as supplied by the Diocese of Southwark.
7. A sibling is the a person who has the same natural father or mother or legal guardian as a pupil on the roll of the School at the time of admission and who shares permanent domicile with that parent/legal guardian and the pupil is already on the roll of the school and who is expected to be on roll at the intended date of admission.

The Governing Body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child which can most appropriately be met at this School.

### ***Tie break***

***Where the offer of places to all the applicants in any one of the sub categories listed above will lead to oversubscription, the places up to the admission number will be offered those living nearest to the School.***

### **Fair Access Protocol**

St Saviour's RC Primary School adheres to Lewisham's Fair Access Protocol. A copy of which can be found at – <https://www.lewisham.gov.uk/myservices/education/schools/school-admission/Pages/Fair-access-policy.aspx>

### **Admission of Children Outside Their “Normal” Age Group**

Parents who wish for their child to be admitted to the school outside their normal age range, must submit an application with full details of why they feel this would benefit their child in writing to the Headteacher and Chair of Governors prior to any official deadline (Reception).

A decision will then be made based upon the information submitted, and the parents will then be informed of the decision made.

### **Application procedure and Timetable.**

Applications must be submitted by 31<sup>st</sup> March 2018 and returned to the School Office at St. Saviour's R.C. Primary School, 10 Bonfield Road, Lewisham, SE13 6AL on the form available from the School Office. Parents will be advised of the outcome of their applications by **31<sup>st</sup> May 2018**.

### **Waiting Lists**

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The oversubscription criteria set out above will determine waiting list ranking.

### **Pupils with a statement of Special Educational Needs**

The admission of pupils with a statement of special educational needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure is set out in the *Special Educational Needs Code of Practice*.

### **Late Applications**

Applications, which are received late for good reason, for example, when a single parent has been ill for some time or a family has just moved into the area will be considered if they are received before offers of places are made. Late applications received after offers of places have been made will be added to the waiting list.

### **Notes (these notes form part of the 'oversubscription' criteria)**

'looked after child' has the same meaning as in Section 22 of *the Children Act 1989* and means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster parents)

'Catholic' means a member of a Church in 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.

'practising Catholic' means Catholic children from practising Catholic families who habitually worship at Mass on a regular basis and where the application is supported by a Catholic priest. The governing body will expect this practice to be verified by a reference from a priest in the standard format laid down by the diocese.

'catechumen' means a member *of* the catechumenate *of* the Catholic Church. This will normally be evidenced by a certificate of reception into the order *of* catechumens.

'Eastern Christian Church' includes Orthodox Churches and is usually evidenced by a certificate *of* baptism or reception from the authorities of that church. '

Proof of address will require the production of a **current community charge bill**.

Evidence of an exceptional social, medical, pastoral. or other need of the child will be a letter from Social worker, Doctor or other similar agency,

For the purposes *of* this policy distances will be measured from the main entrance of the school in a straight line on a large-scale map.

**PLEASE NOTE THAT ADMITTANCE TO THE NURSERY SCHOOL DOES NOT GUARANTEE ADMISSION TO ST. SAVIOUR'S R.C. PRIMARY SCHOOL**