ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL

NURSERY ADMISSION POLICY 2028-29

St Raphael's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing board 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 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 an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Governing Board is the admissions authority for Nursery places and has responsibility for admissions to the school Nursery. The Governing Board has set its admission number at **26** to be admitted to the Nursery in the school year which begins **September 2028**.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admissions number (PAN).

This policy was written with reference to Statutory Guidance for Local Authorities on 'Early Education and childcare. (June 2018). The policy has been written in conjunction with headteachers from the Nursery Admissions Consultation Group.

Purpose

- To provide clear guidance for Governing Boards on Nursery Admissions in all maintained nurseries.
- To ensure a consistent approach to Nursery Admissions throughout the authority

Entitlement to Nursery Education Places

All children are entitled to a free part-time nursery education place. That entitlement is from the term **after** their third birthday. However, provision is made by a range of providers and the local authority aims to provide places in the year before they enter Reception. Some places may be available for three-year-olds in the term after their 3rd birthday if there is capacity.

Each child is entitled to a maximum of 15 hours free early years education per week from the term following their third birthday. This entitlement can be delivered flexibly by the school (where it is able to do so and in response to parental demand). If the free entitlement is taken flexibly, it must be no more than 10 hours per day. The full 15 hours entitlement should be over no fewer than 2 days.

Entitlement to 30 Hours Free Childcare - families of 3 and 4 year-olds who meet the eligibility criteria may also be entitled to an additional 570 hours of free childcare, giving a total of 1,140 hours e.g. 30 hours per week for 38 weeks.

Roles and Responsibilities

The Local Authority will:

- distribute Tameside's policy for nursery admissions to all appropriate Governing Boards
- provide schools with a standard nursery admissions application form
- disseminate information about nursery education providers via the Family Information Service
- provide guidance and support for Governing Boards offering Nursery provision

- publish timescales for Nursery Admissions annually
- measure distances by request (please note a charge may apply)

The Governing Board/School should:

- keep a record of all parents expressing an interest in a nursery place for their child
- send out application forms to parents of children, who have expressed an interest according to LA timescales.
- make it clear on all correspondence to parents that a place in nursery does not guarantee a place in Reception
- inform parents in writing of an offer or a refusal according to LA timescales
- provide copies of the following leaflets/factsheets to parents who have been refused a place:
  - Free entitlement funding - Directory
  - Admissions to Nursery Classes
  - How to claim your free early education place

Parents/Carers are expected to:

- register their interest in a particular school by contacting that school
- complete and return an application form according to given timescales
- confirm acceptance of a place and provide funding information

Allocation of Nursery Places

The governing board is the admissions authority and has responsibility for admissions to this nursery and will undertake the co-ordination of admission arrangements during the normal admission round. The governing board has set its admission number at 26 pupils to be admitted to the nursery year in the school year which begins in September, 2028**.** The governing board will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Places should be offered to children who will become 4 years old between 1st September 2028 and 31st August 2029 (and therefore born between 1st September 2024 and 31st August 2025. Places will be allocated to Tameside residents in the first instance.

Where a school receives less applications from Tameside residents who will be 4 years old between 1st September 2028 and 31st August 2029 than there are places available, all must be offered places.

Where a school receives more applications from Tameside residents who will be 4 years old between 1st September 2028 and 31st August 2029 than there are places available the following over subscription criteria must be applied in order:

Pupils with an Education, Health and Care Plan EHCP *(see 1)*

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications from Tameside residents who will be 4 years old between 1st September 2028 and 31st August 2029 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 all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see notes 2 & 3)
2. Catholic children who are resident in the parish of **Ss Peter & Raphael Stalybridge**. (see notes 3 & 11)
3. Other Catholic children. (see note 3)

1: This is for admission to the school at the start of the school year in September and not for applications made in-year.

4. Other looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order;

I. ***Siblings:*** *The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).*
   a) *(The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.)*

II. ***Age:*** *Priority will be given to children in the following order:*
   a) *Children who will be 4 years old by 31st December 2028*
   b) *Children who will be 4 years old by 31st March 2029*
   c) *Children who will be 4 years old by 31st August 2029*

Tie Break
Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight line from the child's home address to the main gate to the school property using the LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child lives. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives any benefits related to the child. In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

Application Procedures and Timetable
To apply for a place at this school in the normal admission round (see 2), you must complete a Nursery Application Form available from the school office or on the school website. You are also requested to complete the Supplementary Information Form available from the school office if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7.

The Nursery Application Form and any Supplementary Information Forms (appendix 1) should be returned to:
The School Office, St Raphael's Catholic Primary School, Huddersfield Road, Millbrook, Stalybridge, SK15 3JL
admin@st-raphaels.tameside.sch.uk

Applications for nursery places for admission September 2028:
- Should be submitted to the school by 31st March 2027.
- Offer letters for admission in September 2028 will be sent by the end of May 2028.

2: This is for admission to the school at the start of the school year in September and not for applications made in-year.

Applications for nursery places for admission January 2029, if places are available:

- Should be submitted to the school by 30th September, 2028.
- Offer letters for admission in January 2028 will be sent by the end of November 2028.

Applications for nursery places for admission April 2029, if places are available:

- Should be submitted to the school by 31st December, 2028.
- Offer letters for admission in April 2028, will be sent by the end of February 2029.

Allocating places to Tameside resident children applying after the main allocation procedure has been completed
If school still has nursery places available after the main allocation process has been completed, the Governing Board will offer places to subsequent applicants on a 'first come first served basis', as long as that child is of the correct age i.e. will become 4 years old between 1st September 2028 and 31st August 2029 and lives in Tameside. Should a Tameside resident parent request a place after the allocation process and the school has places available, a place should normally be offered.

Allocating places to children who do not live in Tameside
If school still has nursery places available after the summer half term preceding the September that applicants wish to be admitted, these can be allocated to children who do not live in Tameside and who will become 4 years old between 1st September 2028 and 31st August 2029 according to the over subscription criteria.

Waiting Lists
In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

In-Year Applications
An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the **Headteacher at St Raphael's Catholic Primary School, Huddersfield Road, Millbrook, Stalybridge, SK15 3JL.**

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list (see above).

The governing board reserves the right to withdraw the offer of a place or, where a child is already attending the nursery, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. *An Education Health and Care Plan is a plan made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.*

2. *Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order.*

   Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order.

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

3. *'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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest 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).*

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest (who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church).

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

6. *'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge 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 board; 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 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.

7. *'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 6 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.

8. *'Brother or sister' includes:*
   I. *all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brother or sisters, living at the same address; and*
   II. *the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.*

9. *A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.*

10. *For the purposes of this policy, parish boundaries are as shown on the map which is available to view in school (appendix 2) and will be applied to the admission arrangements for* ***September 2028.***

Appendix 1: Supplementary Information Form

Supplementary Information Form.dc

Appendix 2: Parish Boundary Map

