

1. Introduction

St Joseph's, Mossley is a Roman Catholic Primary School founded and provided by the Roman Catholic Diocese of Salford; it is now maintained by Tameside Metropolitan Borough Council as a Voluntary Aided School.

As a Catholic School, St Joseph's aims to provide a Catholic education for all its pupils, and so Catholic doctrine and practice permeate every aspect of the school's activities and ethos.

It is essential, therefore, that the Catholic character and ethos of the school is fully supported by all families with children in the school. All applicants for places are therefore expected to give their full and positive support to the aims and Catholic ethos of the school.

2. Nursery places

All three- and four-year-old children are entitled to a free part-time nursery education place. Currently, that entitlement is for 15 hours a week from the start of the term after the child's third birthday.

St Joseph's Governing Body is the sole Admissions Authority for the school and so is the body responsible for determining all applications for admission to the school and its Nursery. Although nursery education is non-statutory, the Governing Body places the same importance on nursery admission arrangements as for places in the main school.

Parents are reminded that a place in the Nursery does not mean the child will be guaranteed a place in the Reception Class. Admission to the Reception Class will be in accordance with strict criteria published in the school's main Admissions Policy.

The Nursery places will all be part-time places for morning sessions only - i.e. from 8.55 to 11.55 am.

3. Nursery Admissions Procedure

Prospective parents should contact the school as soon as possible to be included on the school's Interest List. An Application Form will be sent in due course to all parents on this list; copies of the form will also be available at the school.

Parents must complete the Application Form in full and return it to the school no later than 20 February 2015.

Parents of all Roman Catholic applicants will be required to produce, ON OR BEFORE 20 February 2015, a valid Baptism Certificate as evidence that their child has been baptised a Roman Catholic.

Parents' or other family members' baptismal or denominational affiliation to Roman Catholicism has no status in this respect, nor has a family history of attending St Joseph's.

Parents applying for a place on the grounds of specific medical or social reasons must provide written evidence from a doctor or other agency stating that the child has exceptional needs which mean that admission to St Joseph's School is essential. Reference may be made to the Community Health Physician, Social Services or the Educational Psychologist as appropriate.

Admission to St Joseph's Nursery will be made by the Governing Body in accordance with the criteria published in the Section below, following a strict order of priority.

Parents who have applied for a place will be notified of the Governing Body's decision at or around the time on which Tameside Metropolitan Borough Council notifies parents about Reception Class admissions. Parents must then accept or decline the allocated place using the form sent with the allocation letter.

This form must be returned to the school within three weeks from the date of the offer letter or it will be assumed that the offer has been declined.

If the place offered is declined, the place will be offered to the next applicant on the waiting list. Given the pressure for nursery places, parents are requested to advise the school as soon as possible and at any stage in the process if an application is to be withdrawn or a place is not to be accepted for any reason.

Parents do not have the right of appeal against the decision of the Governing Body to refuse admission to the Nursery. However, children who are not offered a place may ask to be entered on the Waiting List.

As part of St Joseph's Induction procedures, children whose application has been successful will be invited to visit the Nursery, with their parents, during the term prior to admission.

4. Nursery Admission Criteria

Admission to the Nursery will be given in strict accordance with the following criteria:-

1. Baptised Roman Catholic looked-after and previously looked-after children.
2. Baptised Roman Catholic children with exceptional social and medical needs.
3. Baptised Roman Catholic children born between 1 September 2011 and 31 August 2012 who will have a brother or sister attending the school on 1 September 2014, and are resident in the Catholic Parish of Joseph's, Mossley
4. Baptised Roman Catholic children born between 1 September 2011 and 31 August 2012 who are resident in the Catholic Parish of Joseph's, Mossley
5. Baptised Roman Catholic children born between 1 September 2011 and 31 August 2012 who will have a brother or sister attending Joseph's, Mossley on 1 September 2014, and are resident in another parish.
6. Other baptised Roman Catholic children born between 1 September 2011 and 31 August 2012.
7. Other looked after children and previously looked after children.
8. Other children with certified exceptional social and medical needs.
9. Other children with siblings in school.
10. Other children.

Within each criterion, children are further sub-grouped in an age order, as follows:-

- A. Children born between 1 September 2011 and 31 December 2011
- B. Children born between 1 January 2012 and 31 March 2012
- C. Children born between 1 April 2012 and 31 August 2012
- D. Children born between 1 September 2012 and 31 December 2012

5. Oversubscription and Tie-Breakers

- A. In the event of the need for a tie-breaker, then geographical distance will be considered. Preference will be given to children living nearest to the school.
 - The distance will be measured as a straight line from the child's home address to the school, using the address point assigned by the National Land and Property Gazetteer, to the main gate of the school property.
 - Measurements will be made using Tameside Metropolitan Borough Council's school admissions data mapping software, which uses a Geographical Information System based on the Ordnance Survey.
- B. In the event of geographical distances being the same for two or more applications where this distance would be the last place(s) to be allocated, the place will be allocated to the child that's home is nearer, using walking distance as again measured using the Tameside Metropolitan Borough Council's school admissions data mapping software.
 - Children with Statements of Special Educational Needs where St Joseph's School is specifically named in a Statement (in accordance with the provisions of the SEN Code of Practice) will be allocated places before the school's oversubscription criteria are applied.

6. Waiting List

Once the school has allocated all of its Nursery places, it will open a Waiting List.

If a place subsequently becomes available, it will be allocated to a child at the highest position on the Waiting List, according to the above criteria.

Parents will be contacted on a regular basis to see if they wish to remain on the Waiting List.

Please note that new arrivals who apply may have a higher priority under the above nursery admission criteria, so they will be ranked higher than those who have been on the list for some time.

7. Definitions

Home Address

A child's home address from which distance to the school will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident.

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 the Child Benefit.

Parent

Throughout this policy the term 'parent' includes:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for the child;
- Any person who, although not a natural parent, has care of a child.

Siblings: Sisters and Brothers

For the purposes of this policy, the words "brother" and "sister" refer throughout to natural sister or natural brother, half-sister or half-brother, adopted sister or adopted brother, step-sister or step-brother, foster sister or foster brother, or the child of the parent/carer's partner.

The child for whom the school place is sought must be living in the same family unit and at the same permanent address as the brother or sister. This allows for the priority admittance of children whose brothers and/or sisters will still be attending the school at the time of admission.

Twins and other multiple births

In cases where places for twins, triplets, other multiple birth siblings, or other siblings whose date of birth falls within the same academic year, are split between different schools when allocations take place, parents will be offered a choice of

- Breaking the sibling link and being offered places at two or more schools, or,
- All siblings being offered a place at the same school which may not be a preference school named on the common application form.

The Governing Body may exceed Key Stage 1 and Reception Class Regulations for twins and multiple births where one of the children is the 30th child admitted and the other(s) are beyond that limit.

ADMISSIONS POLICY 2015-16: **NURSERY**

Children with Exceptional Medical Needs or Home Circumstances and/or Special Educational Needs

Written evidence must be provided from a doctor or other agency that a child has exceptional needs which means that admission to St. Joseph's R.C. Primary School is essential - not just desirable.

A panel of Governors will make a decision as to whether to admit a child under this criterion using the evidence provided. All information provided will be in the strictest confidence.

Looked-after Children and Previously Looked-after Children

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, residence, or special guardianship order.

Nursery Admissions

Admission arrangements to the St Joseph's Nursery are separate to these for the Reception Class.

Parents should note that attendance at the Nursery does not give priority to or guarantee a child admission to the main school.

Please note that an offer of a place in Joseph's Nursery **DOES NOT** guarantee a place for siblings in future years.