



## English Martyrs Catholic Primary School **Nursery Admission Policy**

### **Number to be admitted**

The Nursery provision is limited to 26 per session on a variable basis: some 30 hours places and some 15 hour, morning or afternoon places. Children may be admitted to the Nursery in the term after their third birthday. Applications for admission in the following term should be made by May 31<sup>st</sup> for starting in the following September, October 31<sup>st</sup> for starting in the following January and February 1<sup>st</sup> for starting at the beginning of the Easter term. Notification of the allocation of a place will be advised 10 working days after each closing date.

### **Over-subscription criteria**

In the event that there are more applications than available places, then the applications will be prioritised according to the following criteria.

1. Children with a statement of special educational needs or EHCP plan which names English Martyrs School will take priority over all other applicants.
2. Children in care of a Local Authority
3. Children who are entitled to a funded 30 hours place
4. Children who are baptised into the Catholic faith
5. Children who have a sibling in the School at the time of admission
6. All other applicants

### **Tie-Break Criteria**

If there is over subscription in any of the above categories the Governing Body will give priority to those living closest to the School. This will be determined by the shortest straight line distance measured from the data point of the home and the School using Reading Borough Council's digital mapping service.

### **Multiple Births (Twins, Triplets etc.)**

Our policy for nursery admissions is to offer places based on the oversubscription criteria set out above. In the event that it is not possible to offer a place to siblings, then one child will be offered a place, selected by random selection, in the presence of a representative of Reading Borough Council's Committee Services.

### **Waiting List**

A waiting list will be maintained by the School. The list will be ranked according to the over-subscription criteria above and will include any late applications. Therefore children can move up and down the waiting list.

## Notes

Admission to the Nursery does not automatically mean that a child will be admitted to the School. Parents must complete a separate application form for admission to the School.

Applications to the Nursery should be made on the School's Nursery application form and returned to the School office in accordance with the timetable set out above.

## Definition of terms

**Children in Care** – This is a child who is in the care of a Local Authority or provided with accommodation by that authority, or in an arrangement supported by the Local Authority.

**Home** – The child's home means the child's normal home address and is the child's permanent address at the time of the application. This is regarded as being where the child spends the majority of the School week from Sunday night to Thursday night. In cases where a child has a split residence arrangement between the homes of two parents, the home will be where the child sleeps for most of the nights between Sunday and Thursday.

**Parent** – (S576 Education Act 1996) A parent in relation to a child or young person, includes any person who is not a parent but has parental responsibility for a child or who has care of a child.

**School** – English Martyrs Catholic School at Dee Road, Reading RG30 4BE.

**Sibling** – A brother or sister sharing the same parents

Half-brother or sister, where two children share one common parent

Step-brother or step-sister, where two children are related by a parent's marriage

Adopted or fostered children

The child of the parent/carer's partner where the child for whom the School place is sought is living in the same family unit at the same address as that sibling

## Appeals

Parents whose children have been refused admittance have the right of appeal to the Chair of Governors.

English Martyrs Catholic Primary School

**Nursery Application Form**

*This form should be completed and returned to the School.*

CHILD'S SURNAME .....

CHILD'S FORENAMES .....

DATE OF BIRTH .....

ADDRESS .....

POST CODE .....

HOME TELEPHONE ..... MOBILE TELEPHONE .....

NAMES & DATE OF BIRTH OF SIBLINGS ATTENDING THE SCHOOL:

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**RELIGIOUS INFORMATION**

CHILD'S RELIGION ..... DATE OF BAPTISM ...../...../.....

PLACE OF BAPTISM .....

Please enclose Baptismal Certificate (originals will be returned)

**PARENT INFORMATION**

SIGNATURE OF PARENT/GUARIDAN .....

PLEASE PRINT FULL NAME AND TITLE ..... DATE .....

DATE OF BIRTH ...../...../..... NATIONAL INSURANCE NUMBER .....

English Martyrs Catholic Primary School  
**Nursery Application Preference**

**Please tick the box for your preferred session**

**30 Hour entitlement – Government Code .....**

Visit: <https://childcare-support.tax.service.gov.uk/>

The core offer for these hours are:

Monday – Friday 8:30 am – 3:15pm (Totalling 33.75 hours)  
A charge will be made to cover the additional time of 3.75 hours.

OR

Monday – Friday 7:30am – 12:15pm  
(Totalling 23.75 hours, 6.25 hours for use at another setting)

OR

Monday – Friday 12:15pm – 6:00pm  
(Totalling 28.75 hours, 1.25 hours for use at another setting)

**Please rank 1, 2 and 3 your order of preference the above 30 hour offers**

Wrap around care is available for a limited number of places between:

7:30am – 8:30am

3:15pm – 6:00pm

Please indicate if you require any of this provision.

**15 Hour entitlement**

The core offer for these hours are:

Mornings every weekday 8:30am – 11:30am

OR

Afternoons every weekday 12:15pm – 3:15pm

**Please rank 1 and 2 your order of preference the above 15 hour offers**

Wrap around care is available for a limited number of places between:

7:30am – 8:30am

11:30am – 12:15pm

3:15pm – 6:00pm

Please indicate if you require any of this provision.

**Over-subscription criteria**

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2. Children in care of a Local Authority
3. Children who are entitled to a funded 30 hours place
4. Children who are baptised into the Catholic faith
5. Children who have a sibling in the School at the time of admission
6. All other applicants