

### **Governor's Admissions Policy for the Nursery Class 2018-2019**

#### **Introduction**

The nursery is part of the Early Years Foundation Stage (EYFS) at St John the Evangelist CE Primary School and children attend nursery for a part-time place. The Nursery Class does not qualify a child for automatic entry into the Primary School. However, if accepted, they move into one of our reception classes when they attend school full time.

#### **Nursery Sessions**

The nursery is open for 2 sessions each day one morning and afternoon and up to 30 children can attend each session. Morning sessions are 8.45 -11.45am and afternoon sessions are 12.15 - 3.15pm. Children are offered either a morning or afternoon place.

A child is entitled to remain in a part-time place in the Nursery Class until the term after he/she becomes five. Children do not have a right to a full-time place in the nursery and the governors expect children to attend a reception class in the September of the school year in which they become five. (See main school admissions policy as there is a risk that a place in the main school could be lost due to late application.)

#### **Admission for Nursery Year group**

The Governor's Admission Committee consider all the Nursery admission requests and offer places according to the policy criteria. Parents will be notified at least a term ahead (in a 6-term year) of a place being available. Parents are asked to keep the school informed of any changes in circumstances which may affect their application for admission. Once a place has been offered and accepted the introduction to the nursery will start with an enrollment pack, a home visit, followed by the opportunity for some accompanied visits into the nursery.

#### **Applications for a place in the Nursery**

Children will generally start at the nursery class in the year they are 4 and remain there until they transfer into full time schooling. Children will be admitted in September 2018 if they are 3 on or before 31 August 2018 and 4 before 31 August 2019. If places are still available children will be admitted in January if they are 3 between 1 September 2018 and 31 December 2019 and in April if they were 3 between 1 January 2019 and the end of term before Easter 2019.

#### **Admission Criteria**

Children with Statements of Educational Need naming St John's School will always be admitted.

If the number of children seeking admission to the Nursery exceeds the admission number of 60 for the year group, then the Governing Body will apply the following criteria, listed in order of priority.

1. "Looked after" children.
2. Children with brothers or sisters who will be in years R-6 at the school during the applicant's first term and whose main residence is in the School's geographical catchment area (Shilton Park).
3. All other children whose main residence is in the School's geographical catchment area (Shilton Park).
4. Children whose main residence is not in the School's the geographical catchment area but at least one of whose parents/guardians is a committed member of the Church of St John the Evangelist, Carterton, St Britius Church, Brize Norton and the new Shilton Park Cafe Church. Confirmation of membership (see note 6 for definition in relation to the Church of England) will be required from the Rector or Vicar at, The Rectory, 6 Burford Road, Carterton, OX18 3AA. Phone number 01993 846996, email [rector@theblakeys.co.uk](mailto:rector@theblakeys.co.uk). Please complete the special form available in School and pass it to the clergy for written confirmation of your claim. You should do this at least 7 days before the deadline for the return of applications and it must accompany your completed Oxfordshire County Council Common Application Form.
5. Children whose main residence is not in the School's geographical catchment area (Shilton Park) but who have brothers or sisters who will be in years R-6 at the school during the applicant's first term.
6. Children whose main residence is not in the School's the geographical catchment area and at least one of whose parents/guardians is a committed member of another Christian Church, with equivalent evidence of

membership equivalent to that in criterion 4 above verified in writing by their recognised church leader. Please complete the special form available in school and pass it to your minister for written confirmation of your claim. You should do this at least 7 days before the deadline for return of applications and it must accompany your completed Oxfordshire County Council Common Application Form. You may wish to discuss this with the Church of England Rector, an ex-officio foundation governor, whose address is shown in 4 above.

7. Other children whose main residence is not in the School's geographical catchment area but who live closest to the school using the nearest public designated route.

### **Appeals**

There is no statutory right of appeal but if parents are unhappy with the allocation they may appeal through the governors' complaints procedure.

### **Waiting List**

In order to be placed on the waiting list parents must register their child by completing a blue nursery application form near to the child's third birthday.

Birthdays between 1 September & 31 December should register from 1 September.

Birthdays between 1 January & 30 April should register from 1 January

Birthdays between 1 May & 31 August should register from 1 May

### ***Clarification notes linked to the policy***

1. Main residence is the address where the child resides for the majority of the school week.
2. A catchment area map is held in the school office. The Shilton Park catchment is the area of new development clearly defined on the West Oxon Area Plan.
3. In the event of oversubscription in any category then distance criteria will be applied. See clarification note 7.
4. A parent is any person who has parental responsibility for or is the legal guardian of the child.
5. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or 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 of the sibling.
6. Committed members of the local Church of England Parishes of Brize Norton and Carterton will be recognised as such if the name of one of the child's parents or guardians is entered on the Church Electoral Roll OR has attended worship at least monthly for at least 12 months prior to the application. This will be verified by the Rector, Vicar or the relevant Parochial Church Council's Electoral Roll Officer. Further information about how to have a name entered on the Roll is available from the clergy and is done in accord with the Church Representation Rules.
7. Distance to the school will be measured using the nearest public designated route as defined by LA Directorate for Children and Young People's Geographic Information System.
8. In the unlikely event of 1 place being available for 2 families who live equal distance away then priority will be given by drawing lots in the presence of an independent witness appointed by the governing body. This person will not be currently associated with the school in any way.
9. In the case of multiple births when applying our criteria we would make every effort to offer places to all children with one birth date from the same family. If however, it is not possible to offer places to all such siblings then the parent will have a choice whether to enter a process of drawing lots for places or to withdraw their application.

All parents interested in making an application for a place at St John's School are encouraged to visit the school at Bluebell Way, Carterton. Please contact the school office on 01993 843124 to make an appointment with the Headteacher who will also provide more information if required.
---

Unanimously agreed by the Full Governing Body.

**Nursery Application Form 2018/2019**

Child's Surname:		Full Address: including Postcode	
Child's First name:			
Child's Middle name:		Telephone number:	
Child's Date of Birth:	Child's Gender:	Email address:	
Child's ethnic origin:	Child's first language:	Family Religion:	
Parent/carer name 1: Mr/Mrs/Ms/Miss		Parent/carer name 2: Mr/Mrs/Ms/Miss	
Nursery or Pre-School attended:	Names and dates of birth of siblings: 1 ..... 2 ..... 3 ..... 4 .....		
<b>ADMISSION CRITERIA FACTORS</b>			
CRITERIA 1	YES/NO	PLEASE REFER TO THE CRITERIA LISTED OVERLEAF *CRITERIA'S 4 AND 6 REQUIRE COMPLETION OF SUPPLEMENTARY CHURCH MEMBERSHIP DECLARATION FORMS (Available from the School Office)	
CRITERIA 2	YES/NO		
CRITERIA 3	YES/NO		
CRITERIA 4*	YES/NO	A FULL COPY OF THE 2018/2019 ADMISSIONS POLICY IS AVAILABLE TO READ ON OUR WEBSITE	
CRITERIA 5	YES/NO		
CRITERIA 6*	YES/NO		
CRITERIA 7	YES/NO		
Signature of parent/carer:		..... Date .....	

St John the Evangelist CE Aided Primary School,  
Bluebell Way, Shilton Park, Carterton, Oxfordshire, OX18 1JF.  
Tel: 01993 843124

**Special form for parents claiming membership of the Church of England in the Parishes of Brize Norton and Carterton.**

***This must be completed so that it accompanies your St John the Evangelist CE Primary School Nursery Application Form. Please ensure that the clergy receive this at least 7 days before the closing date for applications so that they can return it to you on time.***

**This relates to an application for entry in the Academic Year 2018-2019**

The School Governor's Admissions Policy states:

"Confirmation of membership (see note 5 for definition in relation to the Church of England) will be required from the Rector or Vicar at, The Rectory, 6 Burford Road, Carterton, OX18 3AA. Phone number 01993 846996, email [rector@theblakeys.co.uk](mailto:rector@theblakeys.co.uk). Please complete the special form available in School and pass it to the clergy for written confirmation of your claim. You should do this at least 7 days before the deadline for the return of applications and it must accompany your completed Oxfordshire County Council Common Application Form."

Note 5 states:

"Committed members of the local Church of England Parishes of Brize Norton and Carterton will be recognised as such if the name of one of the child's parents or guardians is entered on the Church Electoral Roll OR attends worship at least monthly for at least 12 months. This will be verified by the Rector, Vicar or the Parochial Church Council's Electoral Roll Officer. Further information about how to have a name entered on the Roll is available from the clergy and is done in accord with the Church Representation Rules."

Please provide the following information which should match that on the Oxfordshire County Council Common Application Form:

Full Name of Child

Address

Telephone

email

Name of Parent or Carer 1

Name of Parent or Carer 2

Now please tell us which parent or carer is claiming membership of one of our churches and the basis on which you are doing so (i.e. Electoral Roll or attendance).

Parent / Carer's Name:

Name of Church:

Basis of claim: *church electoral roll / attendance. (Please delete if one of these does not apply)*

If your claim is based on attendance please state which service you attend:

Please also tell us when you started attending this service:

Statement from the Minister in relation to membership as defined above:

Signature and Name of Minister

St. John the Evangelist CE (VA) Primary School, Carterton Nursery Admissions Policy 2018-2019

**St John the Evangelist CE Primary School,  
Bluebell Way, Shilton Park, Carterton, Oxfordshire, OX18 1JF.  
Tel: 01993 843124**

**Special form for parents claiming membership of a church other than the Church of England in the Parishes  
of Brize Norton and Carterton.**

***This must be completed so that it accompanies your St John the Evangelist CE Primary School Nursery  
Application Form. Please ensure that the clergy receive this at least 7 days before the closing date for  
applications so that they can return it to you on time.***

**This relates to an application for entry in the Academic Year 2018-2019**

The School Governor's Admissions Policy states:

"Children whose parents/guardians are committed members of another Christian Church, with evidence of membership (according to that particular church's definition of membership) verified in writing by their recognised church leader. A letter from this leader must accompany your completed Oxfordshire County Council Common Application Form and reach the school by the deadline for return of applications. You may wish to discuss this with the Church of England Rector, an ex-officio foundation governor, whose address is shown in 3 above."

Please provide the following information which should match that on the Oxfordshire County Council Common Application Form:

Full Name of Child

Address

Telephone email

Name of Parent or Carer 1

Name of Parent or Carer 2

Now please tell us which parent or carer is claiming membership of a church other than the Church of England in the Parishes of Brize Norton and Carterton.

Name of Church

Name of the recognised leader or minister

Please describe the basis on which you are claiming membership of this church.

Statement from the Minister in relation to membership as defined above:

Signature and Name of Minister