



Our Lady of Muswell Catholic Primary School Nursery Admissions Policy 2019/2020

Our Lady of Muswell Catholic Primary School aims to provide a Catholic education for all its pupils. As 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 supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. Responsibility for the admission of pupils rests with the Governing Body as the admissions authority.

Applications for the Nursery are invited for September 2019 from families whose child attains 3 years of age between 01/09/18 and 31/08/19.

All admissions to the school Nursery are at the discretion of the Governing Body. Nursery Education is not statutory; therefore there is no right of appeal. **Attendance at the Nursery does not guarantee a place in Reception.** Parents of children attending the nursery must make a fresh application for Reception.

Provision at Nursery School

The nursery will offer high quality Early Years Education led by a qualified teacher and nursery nurse. The nursery will provide 26 places for each session with the staff / pupil ratio of 1:13. Places will be offered in accordance with the nursery admission policy and will comprise of the following:

- 30 hours of free nursery education for those parents who qualify under the Childcare Bill - parents to provide a packed lunch.
- 15 hours of free nursery education plus 15 hours of paid education for parents who do not qualify under the Childcare Bill (totalling 30 hours), but who enter into a paid contract agreement with the nursery – parents to provide a packed lunch
- 15 hours of free education comprising the following hours: Monday to Friday 8:45 – 11:45 am or Monday to Friday 12:20 – 3:20 pm.

A summary of the paid contract agreement is:

- Charges will be per term – paid in full in advance
- Fees are not refundable for absences or change of circumstances
- When a child who was eligible for 30 hours per week of free early education becomes ineligible they will be entitled to a full time place free of charge for the remainder of the half term. After that they will need to pay the appropriate fee if they wish to keep their child for the full 30 hours in the Nursery. If they do not wish to pay they will still be entitled to the free 15 hours per week.

The charges for the 2019/20 academic year are as follows:

Autumn term (72 days*) - £1,512

Spring term (60 days*) - £1,260

Summer term (58 days*) - £1,218

*payments may be adjusted depending on allocation of staff training days

Application Procedure

To apply for a place in the Nursery, you should fill in the school's Nursery Application Form attached to this policy and return it to the school office along with proof of the child's date of birth and, as applicable, their baptism certificate or letter in support of the application from priest, minister, doctor or social worker. The deadline for applications is Tuesday 15th January 2019. The Governing Body will write to you with the outcome of your application in the week commencing Monday 11th March 2019.

Oversubscription Criteria

Whenever there are more applicants than places available for the Nursery, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy, 'applicant' refers to you, the parent or guardian applying for a place, and 'candidate' refers to the child for whom the application is made

1. Catholic "looked after" children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children.
3. Other "looked after" children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
4. Children from families of other Christian denominations whose application is supported either by a certificate of Baptism or by a letter from their Minister of Religion confirming membership of the faith community.
5. Any other children.

Sibling Priority - Within each of the above criteria, priority will be given to children who will have a sibling in the school **at the time of admission**.

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. Distance will be measured in a straight line from the Ordinance Survey address point of the child's home to the Ordinance Survey address point of the school, calculated using a computerised mapping system. The address used to determine distance from the school is the residence up to the time of the Governors' admission meeting.

In – Year Admissions

Applications for In-Year admissions are made directly to the school. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the Oversubscription Criteria. If a place cannot be offered at this time then you may ask us for the reasons. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the Oversubscription Criteria and not in the order in which applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list and an offer will be made.

Notes

Definitions

Catholic: a member of a Church in full communion with the See of Rome. This includes 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 this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic 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.

Looked After Children: this term has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodations by them (e.g. children with foster parents).

“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 body; 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 creedal 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.

Sibling: this includes brothers and sisters, foster brothers and sisters, half -brothers and half -sisters or stepbrothers and sisters. It does not include other relations. Whether a sibling attends the school refers to the admissions year, not the current school year

(Please note: If the only sibling is currently in Year 6 the sibling preference will not apply for the following academic year.)

Resident: a child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.