

# St Catherine's Catholic Nursery School Barnet

## Admission Arrangements 2017-18

*Admissions are invited from families whose child attains 3 years of age between the 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017*

St Catherine's is a mixed junior and infant school with a nursery unit. It is a voluntary aided Catholic Primary school/nursery situated in the Archdiocese of Westminster under the auspices of the parishes of Mary Immaculate and St Peter's, New Barnet or Mary Immaculate and St Gregory's High Barnet.

As a Catholic nursery, we aim to provide a Catholic education for all our pupils. As a Catholic nursery, Catholic doctrine and practice permeate every aspect of the nursery's activity. It is essential that the Catholic character of the nursery's education is fully supported by all families in the school/nursery. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school/nursery.

The Governing Body has responsibility for admissions to this school and intends to admit 52 pupils to the Nursery (26 to each of the morning and afternoon sessions) in the school year 2017-18, with 15 hours of Government funding each. Admission to the school has to be considered independently from Nursery Class admissions. **There is no automatic progression** from Nursery to Reception classes. Please remember that **a separate application** must be made on behalf of ALL children seeking admission to Reception classes in September 2018.

### **Over subscription criteria:**

*Where there are more applications 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 Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic children from practising Catholic families with a sister or brother attending the school, who is still at school at the time the child is admitted into the school/nursery.
3. Baptised children from practising Catholic families who live in the parish of (A) Mary Immaculate and St Gregory's, High Barnet and (B) Mary Immaculate and St Peter's, New Barnet. In this criterion 75% places will be allocated to parishioners living in parish (A) and 25% to those living in parish (B). Should there not be enough applicants to fill either of these quotas then the remaining places will be offered to the other parish. Where the percentage allocation results in .5 of a place for each parish, this place will be offered by random allocation.
4. Catholic children from practising Catholic families resident outside the above two parishes.

5. Other Baptised Catholic children.
6. Other looked after children and other children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.
7. Applicants who are catechumens and members of an Eastern Christian Church
8. Christian children of other denominations whose parents /guardians wish them to have a Catholic education and whose application is supported by their minister.
9. Other Christian Children.
10. Children of other faiths whose parents/guardians wish them to have a Catholic education and whose application is supported by their religious leader
11. Any other applicants

**Notes:**

- *In each of the above categories, preference will be given to children who have a brother or a sister attending the school at the time of admission to the school.*
- *In all categories, priority will be given to children living nearest to the main school entrance as measured by a straight line from the school to the applicants' front door, including flats. It is emphasised that proximity only gives priority within each category.*

**Exceptional Need**

The Governing Body will give top priority after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest, or social worker of an exceptional social, pastoral, medical or other need which can only be met by this school/nursery.

**Pupils with an Education Healthcare Plan (formerly statement of SEN)**

The admission of a pupil with an Education Healthcare Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintenance of statements by the pupil's home local authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an Education Healthcare Plan, you must contact your local authority Special Educational Needs officer and also inform the school immediately.

**Fair Access Protocols**

The nursery is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

### **In-Year Admissions**

Where there are spaces available, children can start in our nursery in the term after their third birthday. Applications for In-Year admissions are made in the same way as those made during the normal admissions round. 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, 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 the applications are received or added to the list. The waiting list will remain open throughout the applicable academic year.

### **Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admissions number will be offered to those living nearest to the main school entrance as measured to the front door of the child's home address.

### **Home Address**

This is where the child lives for 50% or more of the school week.

### **Change of details**

If any of the details on your form changes between the date of application and the receipt of a letter of offer or refusal, you must inform the school immediately. If misleading information is given or allowed to remain on your form, the Governing Body reserves the right to withdraw the place, even if your child has already started in the nursery.

### **Definitions:**

- *Catholic means a member of a church in full communion with the See of Rome. This includes eastern Catholic Church. 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.*
- *'Practising Catholic' means a Catholic child from a practising Catholic family who attends weekly mass and where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese. This practise will be assessed over a two year period.*
- *"Parent" is defined as the person or persons who have legal responsibility for the child.*
- *"Christian" is defined as a member of a church which belongs to "Churches Together in Britain and Ireland"*

- *“Looked After Children” has the same meaning as that in Section 22 of the Children’s Act 1989, and means that any child in the care of the Local Authority or provided with accommodation by them (e.g. children with foster parents)*
- *‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.*
- *‘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.*
- *Siblings include step/half brothers and sisters and adopted brothers and sisters and in all cases living permanently at the same address.*
- *In the case of twins or children of multiple births, the offer of a place will be decided by random allocation. This would only be used if there was only one place available.*
- *Transfer from the nursery to the school is not automatic. The parent/s of a child in the nursery must apply for the child to be admitted to the school.*
- *A council tax bill and two utility bills will be required as evidence to prove residency. Any offer made on the basis of false information will be withdrawn.*