St Catherine's Catholic Primary School
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ST CATHERINE'S CATHOLIC NURSERY SCHOOL FOR 3 YEAR OLDS

ADMISSION ARRANGEMENTS 2025-2026

Admissions are invited from families whose child attains 3 years of age between the 1st September 2024 and 31st August 2025

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. We welcome children of other faiths however all applicants are expected to give their full, unreserved and positive support for the Catholic aims and ethos of the nursery.

The Governing Body has responsibility for all nursery admissions. 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 2026.

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. Baptised 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 with a sister or brother attending the school, who is still at school at the time the child is admitted into the nursery.
3.

    a. Baptised children, who live in the parish of Mary Immaculate and St Gregory's, High Barnet. In this criterion 65% places will be allocated to those living in this parish.
    b. Baptised children, who live in the parish of Mary Immaculate and St Peter's, New Barnet. In this criterion 35% places will be allocated to those living in this parish.

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 50% of a place for each parish, this place will be offered by random allocation.

4. Baptised Catholic children 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. Children 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. Children of other faiths whose parents/guardians wish them to have a Catholic education and whose application is supported by their religious leader

10. Any other children.

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 nursery.

Notes:

- *In the event 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 nursery.*

- *In all categories, where a tie-break is needed, priority will be given to children living nearest to the main school entrance as measured by a straight line from the school as measured by Barnet Local Authority to the applicant's front door, including flats. It is emphasised that proximity only gives priority within each category.*

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

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.

FAIR ACCESS

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.

APPLICATION PROCEDURE 2025 - 2026

Our nursery application form can be downloaded from our website. Alternatively, application forms can be collected from the school office. Please return your forms in person by Friday 2nd May 2025 along with original birth and baptismal certificates and the other relevant documents listed on the application form.

PUPILS WITH AN EDUCATION HEALTHCARE PLAN

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.

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.

IN-YEAR ADMISSIONS

Where there are spaces available, children can start in our nursery in January if it is 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.

HOME ADDRESS

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

Definitions:

'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)*

'Parent' *is defined as the person or persons who have legal responsibility for the child.*

'Sibling' means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. 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.

'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.*

*'**Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.*

***'Christian**' is defined as a member of a church which belongs to "Churches Together in Britain and Ireland"*

***'There is no automatic progression from Nursery to Reception classes**' 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.*

*'**Proof of address'** 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*