



# St Mary's Catholic Primary School

Rockingham Close, Uxbridge, Middlesex UB8 2UA

Tel: 01895 232 814

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Email: [office@stmarysuxbridge.org.uk](mailto:office@stmarysuxbridge.org.uk)

Website: [www.st-marys.hillingdon.sch.uk](http://www.st-marys.hillingdon.sch.uk)

Headteacher: Miss Ann Shevlin B.A. (Hons.) • Chair of Governors: Mrs Maureen Thorpe

## Nursery Admissions Policy and Criteria

St Mary's Catholic Primary School was founded by the Catholic Church to provide Education for the children of Catholic families. The School is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of Government, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Children with a Certificate of Catholic Practice in accordance with the over-subscription 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 an application is made. Families with a Certificate of Catholic Practice (attending Mass at least 2-3 times a month) will be required to submit a signed certificate (dated within a year of entry) in support of their application.

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

Admission to the Nursery is the direct responsibility of the Governing Body and children will be admitted according to the following criteria which are listed in order of priority. Please note that admission to the Nursery is NOT A GUARANTEE of a full-time place in St Mary's Catholic Primary School. Admissions to full time are via a separate policy (available upon request).

The Nursery is able to accommodate up to 20 pupils each session. Nursery places are offered in the Summer term for September and January intake. The number of places offered each term is dependent upon the number of vacancies generated by children transferring to full-time education. It is the aim of the Governors to offer pupils at least 3 terms in the Nursery and therefore preference is given to the oldest children applying for vacancies.

### 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 (this will also include preference requests for A.M. and P.M. places).

1. Catholic looked after children as defined by the Children's Act 1989.
2. A baptised Catholic child of a Catholic teacher who has been employed at the school for at least two years at the time of application.



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3. Baptised Catholic Children with a Certificate of Catholic Practice who are resident in the parish of Our Lady of Lourdes and St Michael.
4. Baptised Catholic Children with a Certificate of Catholic Practice who are resident outside the Parish or Our Lady of Lourdes and St Michael.
5. Other Catholic children.
6. Other looked after children.
7. Catechumens and members of an Eastern Christian Church with supporting evidence.
8. Christians of other denominations, with supporting evidence, whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.
9. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader or written documentation.
10. Any other children.

*Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following provisions will be applied.*

- The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.
- The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school.

**Please note! There is no automatic progression from the Nursery to Reception.**

## 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 admission number will be offered to those living nearest to the school. The centre of the school grounds will be used as the start of the measuring point. All offers are subject to proof of address shown at the time of offer.*

## Waiting Lists

Unsuccessful candidates will be offered the opportunity to be placed on a continuing interest list.

This list will be maintained in order of the over subscription criteria set out above and not in the order in which applications are received or added to the list. Names are normally removed from the list after six months.

## Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure is set out in the *Special Educational Needs Code of Practice*.



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## Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Each case will be judged individually by the Governing Body.

### *Notes (these notes form part of the over subscription criteria)*

'looked after child' 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 accommodation by them (e.g. children with foster parents).

'catholic' means a member of a Church in communion with the See of Rome. This includes the 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 purpose of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of being adopted by a Catholic family).

'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.

'Children with a Certificate of Catholic Practice' means a Catholic child from a practising Catholic family where this practice is verified by a signed certificate from a Catholic priest in the standard format laid down by the Diocese (attending Mass at least 2-3 times a month) for a period of at least 12 months.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.

For the purposes of this policy, parish boundaries are shown on the attached map. Distances will be measured from the centre of the school (in a straight line on a large scale map) (by the shortest walking distance using lit and made up public roads and paths).

[map attached]

Revised and agreed by Admissions Governors – April 2016