# 2027.28

# Nursery Admissions Policy

St. George's
Catholic Primary School

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| Consultation process |
| Governor admission committee |
| Local Authority |

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| Signed | (HT) |
| | (COG) |

*"In everything we do today, we're following Jesus and his way."*

# *Admissions Policy 27.28*

St. George's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families although the school welcomes applications to the nursery for children of all faiths and of none. All applicants are expected to give their full, unreserved and positive support for the aims and ethos of the school. As a Catholic school, we aim to provide a Catholic education for all our pupils. At 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 fully supported by all families in the school.

St. George's Nursery (the Nursery) is a Nursery attached to, and run by, St. George's Catholic Primary School (the School). Nursery admissions are not covered by all the laws governing admissions to the School but the governing body of the School has decided to apply similar criteria for admissions. It must be noted that admission to the Nursery does not guarantee subsequent admission to the School. Please see the School Admissions Policy for details.

If the Nursery is oversubscribed, the Governors will, taking note of the Obligations regarding Baptism (referred to in the notes below), give priority to children who were baptised into the Catholic Church, in accordance with the oversubscription criteria listed below.

The governing body has the sole responsibility for admissions to the Nursery and intends to limit admissions so that there are no more than 21 children in any of the sessions, a morning session from *8.45 a.m. to 11.45 a.m*. and an afternoon session from *12.20 p.m. to 3.30 p.m*.

The governing body will try and meet requested preferences, but should these sessions be oversubscribed, the governing body may offer a place in an alternative session.

The governors' decision is final. Applications must be made in writing on the relevant forms (as set out under Application Procedures below) and only the governing body can offer or refuse a place at the Nursery.

All questions on admissions should be made in writing to the Clerk of the Admissions Committee.

ELIGIBILITY FOR ADMISSION TO NURSERY

Admissions are invited from families whose child attains 3 years of age between the 1st September 2026 and 31st August 2027.

The school will consider applications for children to start the Nursery class at the beginning of the term after they have turned 3 years old (in January or April) if there is space available.

The number of places available each September will reflect the number of children remaining in the Nursery and not go over 21 children in each session.

If a child has an exceptional educational, social or medical need, documentation must be supplied, preferably at the time of application, to ensure that the Nursery can meet the need.

*If a child starts in the Nursery and is found to have an exceptional educational, social or medical need and no documentation was supplied, the Governors will ask the Nursery to ascertain whether it can meet the needs of the child and if not, the Governors will withdraw the place*.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the oversubscription criteria listed below.

In this policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

**OVERSUBSCRIPTION CRITERIA**

Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Catholic 'looked after' children and previously 'looked after' children, who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the Parish of Our Lady of Mount Carmel and St George in the borough of Enfield.
3. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the Parishes of St Monica's, St Edmund's, Mary Mother of God (Ponders End), Christ the King (Cockfosters) and St Joseph's (Waltham Cross).
4. Other baptised Catholics with a Certificate of Catholic Practice
5. Other baptised Catholics.
6. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
7. Catechumens and Members of other Eastern Christian Churches
8. Other children who have a sibling at the school at the time of application
9. Children 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.
10. Children of other faiths whose application is supported by a letter from their religious leader, confirming membership of the faith community.
11. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.

(ii) The attendance of a brother or sister at the school at the time of application will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above

(iii) After children in (i) and (ii) above, priority will be given to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

**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, medical, pastoral or other need of the child, which can only be met at this school.

**TIE BREAK**

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 as measured in a straight line from the applicant's home to the school. In the case of a multi-occupancy buildings such as flats where there may only be one address point, priority will be given to the applicants whose door number is the lowest numerically / or alphabetically.

**APPLICATION PROCEDURE for 2027 – 2028**

Applicants must complete a St. George's Nursery application form, (obtainable from the school office or the school website), and return this directly to the school office with copies of the child's birth certificate, current proof of address (last 3 months) and baptism certificate if applicable. The closing date for receipt of applications is **15th January 2027.**

The receipt of the application will not guarantee the offer of a place. Please return the application form (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete the forms described above and return them by the closing date, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion.

## CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2, 3, 4 and 5 must submit a Certificate of Catholic Practice (CCP) by the closing date. The Certificate is available from the priest at the parish where the family normally worships or from the diocesan website.

The Governing Body will inform you of the outcome of your application on or about **around three weeks after the deadline date.** Parents/carers should accept or decline the place as soon as possible.

## LATE APPLICATIONS

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the nursery is oversubscribed it is very unlikely that late applicants will obtain a place.

## CHANGE OF DETAILS

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

## IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, 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 and 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. When a place becomes available the Governing Body will re-rank the list and make an offer to the person at the top of the list.

**NOTES (these notes form part of the oversubscription criteria)**

**'Looked after child'** has the same meaning as in S.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 at the time of making an application to the school).

**'Adopted'**. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

**'Child Arrangements Order'**. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

**'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.

**'Parent'** means the adult or adults with legal responsibility for the child.

**'Sibling'** means brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters.

**'Catholic'** means a member of a Church in full 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 purposes of this Policy this includes a looked-after child who is part of a Catholic family and in the process of adoption, where a priest's letter demonstrates that the child would have been baptised or received were it not for their status as a looked-after child.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty in 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 laws of the Church.

**'Certificate of Catholic Practice'** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years. It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests http://rcdow.org.uk/education/governors/admissions/

**'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 credal 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.

**'Children of other faiths'** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

**'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.

**'Parish Boundaries'** – for the purposes of this Policy, parish boundaries are as shown on the attached map.

**'Distance from school'** means distance as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school (see 'tie-break').