



St Gilbert's R.C. Primary School

Policy: Nursery Admissions-2017-2018

26/01/2016

A This Policy applies to admissions to St Gilbert's Catholic Primary School Nursery ('The School') which is a Catholic Voluntary Aided School under the trusteeship of the Diocese of Salford and maintained by Salford Education Authority.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for 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.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here

ADMISSION TO THE NURSERY CLASS at St Gilbert's Catholic Primary School will be on a full or part time basis depending upon Local Authority funding and made by the Governing Body in accordance with the parental applications subject to the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admission than the Nursery has places available. All preferences listed on the Local Authority preference form will be considered on an equal basis. For the school year commencing September 2017 the Governing Body has set its admissions number at 26 full time places, if funding allows, or the appropriate number of part time places according to the amount of funding provided Parents must complete a Local Authority Preference Form or apply online via the website.

B The School's Governing Body is the admissions authority and is responsible for taking all decisions on applications for admissions. An admissions committee will oversee the admissions to the school. The co-ordination of admission arrangements is undertaken by the local authority.

The Admission Criteria Are:

- (1) **Looked After Children*** and previously Looked After Children.
- (2) Baptised Catholic children who have a **sibling*** in the school at the time of admission. In the event that there are more children with sibling links than places available in the school, priority will be given to sibling links from the former parishes of St Matthew's Winton and St. Gilbert's Brookhouse.
- (3) Other Baptised Catholic children resident in the former parishes of St Matthew's Winton and St. Gilbert's Brookhouse.
- (4) Other Baptised Catholic children.
- (5) Other children who have a sibling in the school at the time of admission.
- (6) Other applicants



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- * **Sibling**
Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
The admission of a non Catholic child in a year when there are vacancies remaining after the demand from Catholics is met does not guarantee a place for a sibling in a year where the Catholic demand is greater.
Non Catholic siblings, where Catholic children are unable to secure places, would normally not be accorded priority.

- * **A looked After Child** is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22(i) of the Children Act 1989 A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

NOTES

Parents are asked to read the Governors' published Nursery Admission Policy on the school website

All applications will be considered at the same time and after the closing date for admissions in January 2017. Applications received after this date will be **'treated as late applications'** and will not be considered until **AFTER** the main allocation of places has taken place. The LA will notify parents of the Governors' decisions in April on the date published by the LA.

- a) Each Catholic applicant will be required to produce their Baptismal Certificate or Certificate of Reception into the Catholic Church. Certificates will need to be presented to the school at the time of application.
- b) Parents should check carefully whether they are within the former parish boundary of St Matthew's Winton, Eccles or St Gilbert's Brookhouse Eccles and should consult the parish priest or the school regarding this.
- c) The decision with regard to the allocation of a morning or an afternoon place, should provision be part time, rests with the Headteacher.
- d) Admission to the Nursery Class is not a guarantee of admission to the Primary School.**
- e) If in any category there are more applications than places available, and once places have been allocated to children with an EHCP which names the school, priority will be given on the basis of distance from home to school. Distance will be measured by the local authority computerised measuring system with those living nearer to the school having priority. Distance will be measured in a straight line from the address point of the home (as defined by LLPG) to the centre point of the school in miles. In the event of distances being the same for two or more applicants, and only one place left to be allocated, a random lottery will be carried out in a public place.

The random allocation process will be supervised by someone independent of the school and will be used when an offer is made to a name on the waiting list. A fresh round of random allocation will be used each time a child is offered a place from the waiting list.

Each time a child is added to the waiting list this will require the waiting list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the waiting list.



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26/01/2016

- (f) The home address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstances. Applicants should not state the address of another relative or person who has daily care of the child.
- g) The parents/carers' address is considered to be the child's parents/carers' genuine principal place of residence at the time of the allocation of places, that is to say, where they are normally and regularly living. Any permanent change of address must be notified to the school as soon as possible. The parents/carers will be required to produce at least two forms of appropriate evidence of principal place of residence. e.g; An original up to date utility bill, proof of where you are registered for council tax, your television licence, or proof of your child tax credits.
- h) The home address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstances. Applicants should not state the address of another relative or person who has daily care of the child.
- i) **Late applicants** – any application received after the closing date, but before the offer of places, will be deemed late and will be considered after those received on time. The offer of a place will be decided in accordance with the published Admissions Policy. Any applications received after the allocation of places will be considered as they are received, in accordance with the published admissions criteria. Parents will be expected to provide a reason/s for late application. If this is not exceptional the application will be dealt with after all others have been dealt with. In both cases applications will only be considered if places are available in the school.
- j) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.