



## St. Joseph's Catholic Primary School

### Nursery Admission Policy 2025-2026

St. Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 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 ethos of the school.

The Published Admission Number (PAN) for the Nursery class at St Joseph's is 26 full time equivalent places and intends to fill the places in the school year which begins September 2025. The Governing Body has sole responsibility for admissions to this school and offers three different models for the allocation of these places subject to availability. Governors offer:

- Full day place, am and pm session (30 Hours) 8.45am– 3.15pm (must meet eligibility criteria for 30 hours)
- Morning only place, 5 mornings a week (15 Hours) 8.45am - 11.45am
- Afternoon only place, 5 afternoons a week (15 Hours) 12.15pm – 3.15pm

Specific numbers for each type of place will be decided depending on demand. If a 30 Hour child loses their funding, then there may be scope for parent to top up the funding.

Applications are welcome from families whose child is born between 1<sup>st</sup> September 2021 and 31<sup>st</sup> August 2022 (reaching his/her 3rd birthday between 1<sup>st</sup> September 2024 and 31<sup>st</sup> August 2025).

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the 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 Catholic 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 have a sibling at the school at the time of admission.

3. Baptised Catholic children with a certificate of Catholic Practice who are resident in the Parish of Our Lady and St Joseph's in Hanwell.
4. Other Baptised Catholic children with a certificate of Catholic Practice.
5. Other Baptised Catholics.
6. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
7. Children of catechumens and members of an Eastern Christian Church.
8. Children of other Christian denominations. Applications should include either a certificate of baptism or a letter from a minister or faith leader confirming membership of the faith community.
9. Children of other faiths whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.
10. Any other children.

### **APPLICATION PROCEDURE 2025 – 2026**

You **should** complete the **School's Supplementary Information Form (SIF)**. The information on the SIF enable the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school: St Joseph's Catholic Primary School, York Avenue, Hanwell, W7 3HU together with all other relevant paperwork required for the application. Certificate of Catholic Practice if relevant, proof of Baptism, if relevant, evidence of exceptional need if relevant and proof of address – Council Tax bill or government correspondence. (If you have neither contact the office for acceptable evidence). If you do not complete the form described above and return it by 15th January 2025, the Governing Body will be unable to consider your application fully and it is less likely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

### **WAITING LIST**

Unsuccessful candidates will be offered the opportunity to be placed on the waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list.

### **CERTIFICATE OF CATHOLIC PRACTICE**

**'Certificate of Catholic Practice'** means a certificate issued by the family's parish priest (or 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 (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received in 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/>

The Governing Body will write to you with the outcome of your application on or about the 12th February 2025. Parents/Carers should accept the place as soon as possible.

### **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. The priority, if awarded, will place the child first in the priority list for the category they are judged to fit.

### **SIBLINGS**

The attendance of a sibling at the school at the time of enrolment on the entry date will increase the priority of an application within each category placing the application immediately following those with accepted exceptional social, medical or pastoral need.

### **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 oversubscription, the places up to the admission number will be offered to those living nearest to the main office reception of the school as measured by the Local Authority (LA). The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.

### **FAIR ACCESS**

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. 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 local authority and the Diocese of the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

### **NURSERY CHILDREN**

Attendance at the nursery **does not** guarantee a place in reception. Parents of children attending St Joseph's Catholic Primary nursery **must** make a fresh application for reception.

## **PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)**

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in the EHC plan will be admitted to the school.

## **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 reserve the right to withdraw the place, even if the child has already started the school.

## **NOTES (these notes form part of 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 the 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). Children ‘looked after’ immediately before the order is made qualify 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 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 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.

**'Certificate of Catholic Practice'** means a certificate given by the family's parish priest (or the priest in charge of the church where the family practices) in the form laid down by the Bishop's Conference of England and Wales.

**'Catechumen'** means person who is 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 of other Christian Denominations'** means children who belong to other churches and ecclesial communities which, acknowledging 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 the 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 creedal 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 of CYTŪN 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' 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 shown on the map of the Boundary.

**'Distance from School'** means distance as measured by a straight line, from the front door of child's residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.