Sacred Heart
Catholic Primary School

Nursery Admissions Policy

2027 - 2028

NURSERY ADMISSIONS POLICY 2027-2028

Sacred Heart Nursery (the Nursery) is a Nursery attached to, and run by, Sacred Heart 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.
We offer term time only part time Universal Entitlement funded 15 hour nursery places to children aged 3 and 4 years. We also offer school day places for working families using either 30 hour funding from the government or those who wish to pay for additional hours. All Nursery places are offered as per the oversubscription criteria detailed below. All places will be offered to children receiving their Universal Entitlement Funding prior to offering self-funded hours.

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
Children are eligible to attend Nursery as soon as they are three years old.
Applications can be submitted in advance before the children turn three so that a place is secured. Children will remain in the Nursery class until they are due to start the Reception year. Places will be allocated chronologically as applications are received until the 26 spaces are filled.

Places will be allocated to children born between 1st September 2023 and 31st August 2024 as a priority. The number of places available each September will reflect the number of children remaining in the Nursery and not exceed 26 children in each class. There is a requirement to be toilet trained but this does not apply to any child that has a specific disability or medical condition that prevents or has delayed the child being toilet trained. Parents should include, with their application, written evidence of any relevant disability or medical condition from an appropriate professional, such as a doctor or nurse.

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.

OVERSUBSCRIPTION 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. Places will first be awarded to those in Category 1, then Category 2 and so on. Applications are warmly welcomed for all categories.

Category 1. Catholic 'looked after' children and previously 'looked after' children (see notes 2-5);
Category 2. Baptised Catholic children;
Category 3. Other 'looked after' children and previously 'looked after' children. (see notes 2-5);
Category 4. Children of other Christian denominations and children of other faiths (see notes 7 & 8);
Category 5. Any other children.

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

i. The Governing Body will give top priority, within a category, 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.
ii. The attendance of a brother/sister at the school (the Nursery is not part of the school) at the time of enrolment will increase the priority of an application within a 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. Thirdly, 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.

Applications in previous years

In the past three years governors have been pleased to offer places in all categories.

Tie Break

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority, Richmond Upon Thames Council.

A full description of the Richmond Council's method is described in their "Primary Schools Admission Brochure" "Measuring home to school distances" paragraphs, which can be accessed at: https://www.richmond.gov.uk/media/3082/primary_admission.pdf

The starting point is a point in the property determined by address point data supplied by the Ordnance Survey. This will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level. In the event of distances being the same, for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will drawn out.

NOTES (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under S.37 of the Children and
Families Act 2014, specifying the educational provision required for a child.

2. A 'Looked after child' has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents at the time of making an application to the school.) A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangement order or a special guardianship order included in this definition are those children who appear (to the Governing Body) to have been in state care outside of England and who cease to be in state care as a result of being adopted.

3. '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.

4. '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.

5. '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.

6. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with 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.

7. '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 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 of 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.

8. "**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.

For a child to be treated as Christian or of other faith, evidence of baptism if applicable, or a letter from your religious leader confirming that the child is a member of the faith community will be required.

9. 'Brother' or 'Sister' includes:

i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and

ii. The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

10. A 'Parent' means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child**.**

11. 'Resident' – A child's "home address" refers to the address where the child usually lives with a parent or carer. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the parents must provide the school with the address at which the child resides at for any part of the school week.

APPLICATION PROCEDURES FOR THE ACADEMIC YEAR 2026-2027

To apply for a place in the Nursery in September 2027 you must complete the following:

1. Sacred Heart Nursery Application Form (NAF)

Available from: The school office or from the school website.

Deadline: The school must receive the NAF **no later than 8th March 2027.**

2. Catholic Baptism Certificate or Certificate of Reception

Available from: The Church in which the child was Baptised or Received into the Church. Deadline: The school must receive the Certificate **no later than on 8th March 2027.**

Late Receipt of documents:

If the NAF or any other required documentation is received by the school **after 8th March 2027**, the governing body will be unable to consider the application until after the initial allocation process has been completed.

Parents will be given or sent a receipt to acknowledge the receipt of the NAF and supporting documents no later than 10th March 2027. Any parent not receiving a receipt should contact the School to ensure that their NAF has been received.

Notification of places:

Parents will be advised of the outcome of their applications by the Nursery on behalf of the governing body on or about **17th March 2027.**

If any of the details on the NAF change between the date of application and the receipt of the letter of offer or refusal, you **must** inform the school immediately.