



St. Mary's  
Catholic Federation

*Learning, playing and growing together in the love of Jesus*

**St Mary's Catholic Nursery School only**

**Admissions Policy 2023-2024  
(Statutory)  
(Annual)**

**Author: SLT**

**Committee: Admissions Committee**

**Date Prepared: January 2022**

**Date Approved: February 2022**

**Date of Review: January 2023**

**Approved by Full Governing Body on Date:**

**Chair of Governors.....**

**St Mary's Catholic Federation, Carshalton**

**Safeguarding Statement**

This school takes notice of and adheres to all the national and local policies and guidance in regard to Safeguarding Children and Young People.

**Lead Safeguarding Person Junior School: Miss M Kenny**

**Lead Safeguarding Person Nursery & Infant School: Mrs M Quinn**

**Safeguarding Deputies: (juniors) Mrs S Hulme & Miss F Sullivan (Infants) Mrs S Hulme & Miss E Bryant**

**Governor designated safeguarding officer: Mr T Richmond**



*"St Mary's is committed to being a Rights Respecting School to inspire and support the children, parents and school governors in school and the wider community."*

## ADMISSION POLICY FOR ST MARY'S CATHOLIC NURSERY SCHOOL

### For Admission Year 2023-2024

St Mary's Voluntary Aided Nursery School is situated in the Archdiocese of Southwark. It was opened to serve the Catholic community, in particular, the children of practising Catholic families living in the parishes of Holy Cross, Carshalton; Our Lady of the Rosary, Sutton; St Margaret's, Carshalton Beeches; and Holy Family, Sutton Green. However, the Governing Body also welcomes applications from those of other denominations and faiths and from those who have no faith who support the religious ethos of the school.

Parents/Carers elect to apply for this school in order to ensure that the Catholic values and way of life are passed on to their children at home, in the parish and at school.

#### Admissions:

The Governors intend to admit 52 children per year.

Applications will be ranked in the order shown on the Supplementary Information Form in the section of the Priest's reference. Where the number of places available within a parish is oversubscribed, priority will be given in the set criteria below.

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHC Plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with an EHC Plan naming the school will be admitted without reference to the criteria below.

#### Application for places at this school

Before Governors can consider the allocation of places, the application process has to be complete.

For September intake, applications for Nursery, parents **do not** need to complete, their local authority's Common Application Form but must complete a Nursery Application Form obtained from the school or downloaded from the school website for Nursery by 15<sup>th</sup> January 2023. This application form will be available from September 2022.

1. A St Mary's Catholic Nursery School Nursery Application Form must be completed by parents/carers and returned to school by 15<sup>th</sup> January preceding the September intake. These are available on our school website or a paper copy from the school office.
2. Proof of residence, e.g. a copy of a utility bill within the last 3 months or council tax statement from the current year will be required for confirmation of home address.
3. If you are applying on the basis of your faith, the application should be supported by a reference from a priest or minister. If you have recently moved into the area, or if you have worshipped less than 3 years at your current parish, then we need a reference from your previous Parish Priest or minister. The level of Mass attendance by the family will be used to rank children when offering a place. A copy of the child's Baptismal Certificate or reception to the church must be submitted with the Nursery Application Form, a letter of affirmation from a Catholic priest confirming the baptism has taken place or the priest can confirm the child is baptised on the supplementary form. A copy of your child's shorter Birth Certificate must be presented in person to verify your child's Date of Birth; we cannot accept originals or copies of the birth certificate.

- a. In the case where the application is to be considered under Criteria 1, if the child is not a baptised Catholic, a copy of the baptism certificate must be submitted for the adopted parent or parent/carer with a residence or guardianship order for the child.

## **ADMISSION CRITERIA**

Governors will allocate places available as follows:

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted or who have been adopted or who have become the subject of a residence or Special guardianship order.
2. Baptised Catholic children or children enrolled in the catechumenate who have a brother or sister in St Mary's Infant or Junior Schools at the time of application. (***\*see further information, Siblings***)
3. Baptised Catholic children or children enrolled in the catechumenate from practising Catholic families, as verified by a reference from their priest where they regularly worship living within the parishes of Holy Cross, Carshalton: Our Lady of the Rosary, Sutton: St Margaret of Scotland, Carshalton Beeches: Holy Family, Sutton Green. Applications will be ranked in the order shown on the Supplementary Form in the section of the Priest's reference. Where the number of places available within a parish is oversubscribed, priority will be given in the following order:
  - a. Regular Attendance - Children whose family attends Mass either every Saturday (evening Vigil Mass) or Sunday.
  - b. Occasional Attendance - Children whose family attends Mass at least either one Saturday (evening Vigil Mass) or Sunday every month.
  - c. Irregular Attendance - Children whose family attends Mass less than once a month.
- i. When criteria 3 is oversubscribed by applicants, remaining places will be allocated to baptised children equated to the size of the parish using percentages. This ensures that children living in a parish where there is no school will have an equal chance of gaining a place. These percentages are calculated using Mass statistics collected in a census by each parish, which are submitted, to the diocese annually. These statistics are published in the Archdiocese of Southwark Catholic Directory.
- ii. Where there are insufficient applicants within a parish, remaining places will be split between the other parishes on an equal basis in the order of parish size, starting with the largest
- 4 Baptised Catholic children or children enrolled in the catechumenate from practising Catholic families who do not live within the four parishes of Holy Cross, Carshalton: Holy Family, Sutton: St Margaret of Scotland, Carshalton Beeches: Our Lady of the Rosary, Sutton. Applications will be ranked in the order shown on the Supplementary Form in the section of the Priest's reference. Highest priority to those who attend Mass either every Saturday (evening Vigil Mass) or Sunday,  
Where criterion 4 is oversubscribed, priority will be given in the following order:
  - a. Regular Attendance - Children whose family attends Mass either every Saturday (evening Vigil Mass) or Sunday.
  - b. Occasional Attendance - Children whose family attends Mass at least either one Saturday (evening Vigil Mass) or Sunday every month.
  - c. Irregular Attendance - Children whose family attends Mass less than once a month.
5. Baptised Catholic children or children enrolled in the catechumenate whose parents may not be practising at the time of application.
6. Other looked after children or previously looked after children who have been adopted or who have become the subject of a residence or guardianship order including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
7. Other children who have a brother or sister at St Mary's Infant or Junior schools at the time of application. (***\*see further information, Siblings***)
8. Children who are members of Eastern Orthodox Churches, reference supported by their religious leader Evidence of Baptism will be required.

9. Children who are members of other Christian denominations, which are part of Church Together in England. (Including Catholic Churches not in Union with the See of Rome). Evidence of membership of the church verified by a minister will be required.
10. Children of other faiths. Evidence of membership of the faith should be provided by a priest/ minister/faith leader.
11. Any other children.

### **Tie-breaks**

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications

- a) Medical or Social grounds which make the school particularly suitable for the Catholic child in question. Catholic refugees, asylum seekers and other migrants will also be considered under this category. These would require verification by an appropriate authority such as a medical practitioner or social worker.
- b) Distance from home to school. All distances will be measured in a straight line by the London Borough of Sutton computerised Geographical Information System from the School entrance. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.
- c) Children of teaching/support staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.

## **FURTHER INFORMATION**

**Catholic\*** In the context of school admissions Catholic children are defined as Children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate.

Churches in Communion with the See of Rome

ALEXANDRIAN:	Coptic Ethiopian
ATIOCH:	Malankrese, Maronite, Syrian
ARMENIAN CONSTANTINOPLE:	Albanian, Byelorussian, Bulgarian, Greek, Melchite, Italo-Albanian, Romanian, Russian Ruthenian, Slovakian Ukranian, Hungarian
CHALDEAN:	Malabar

Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox, Bulgarian Orthodox, Romanian Orthodox, Russian Orthodox and Jacobite Syrian Church are **not** in communion with the See of Rome.

### **Personal Ordinariate**

Baptised children of parents who are members of the Ordinariate established under the Apostolic Constitution Anglicanorum Coetibus of November 4<sup>th</sup> 2009 are to be given equal preference to that offered to children baptised in a Catholic church. It is important to note that these children may have been baptised in the Church of England.

**Sibling\*** Sibling is defined as a full brother or sister, half brother or sister living at the same address, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner and in every case who is living as part of the family unit at the same address, Monday to Friday. If the applicant will have a sibling at the school in September 2022, it is important that you include the sibling's details on the Nursery Application Form.

### **Other factors**

1. The maximum number of pupils in the Nursery will be 26 for the morning session and 26 in the afternoon session. Nursery places are offered in accordance with the stated Admissions Policy.

**NB. A place in the Nursery does not guarantee a place in the main school.**

### **Home Address Clarification**

The child's home address excludes any business, relative's or childminder's address, and must be the applicant's normal place of residence by the closing date. If there is a genuine equal share custody arrangement between the two parents, home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit. All distances will be measured **in a straight line** by the London Borough of Sutton computerised Geographical Information System. Any offer of a place under this criterion is conditional on the child being resident at the address provided, at the closing date for application. The address to be used for waiting lists, after the initial allocation will be the child's current address. Confirmation of the parish boundaries can be obtained by the School Admissions Officer.

The address to be used for the initial allocation of places in Nursery will be the child's address at the closing date of application. Changes of address up to 18<sup>th</sup> February 2023 may be considered if there are exceptional reasons behind the change, such as the family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation and for mid-term admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the school of any change of address.

### **Mid Term Admissions**

In order to be considered fully for the school, parents should complete the school Supplementary Form which should be accompanied by the Baptismal Certificate, a current utility bill and current priest reference. If a vacancy arises, applicants will be considered in accordance with the school's Admissions criteria. Any offer of a place will be sent by the school to which the application is made. The shorter birth certificate will need to be presented in person to verify your child's Date of Birth.

### **Late Applications:**

Any late application will be considered by the Governor's Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### **Waiting List**

The Governors will automatically place the names of all unsuccessful applicants and late applications on to a waiting list. However, this does not prevent unsuccessful applicants the right of appeal. The waiting list is based on the oversubscription criteria and not on the length of time on the waiting list.

### **PROCEDURES**

**PLEASE NOTE** children who attend St Mary's Nursery do not have automatic right to a place in St Mary's Infant School. A separate application must be made for a Reception place at St Mary's Infant School.

### **Change of Details/False or Misleading Information**

The Governing Body reserves the right not to offer a place and, where false or fraudulent information is given or communication, to withdraw the place if the candidate has already started at the school.

### **Fair Access Protocol**

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for a relevant year group and ahead of any waiting list.

**APPEALS**

*Statutory appeals cannot be made against the Governors decision not to offer a place at the nursery*

**Date of review: January 2023**

End of Policy