

## St Paul's Catholic Primary School

### Nursery Admission Policy 2018/2019



St Paul's Catholic Primary School is under the trusteeship of the Diocese of Shrewsbury. It is maintained by Tameside Authority. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school's year commencing September 2018, the Governing Body has set its admissions number at 26.

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the Curriculum. We ask all parents applying for a place at St Paul's to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Faith of this school to apply for and be considered for a place here.

Nursery admissions are treated differently to Reception admissions. All parents must apply separately for a Reception place. Children entering the Nursery **will not** automatically be offered a place in the Reception Class. The admissions criteria for admission to school will still apply.

Admission to Nursery at **St. Paul's Catholic Primary** will be on a part time basis 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. For the school year commencing September 2018 the Governing Body has set its admissions number at 26. The admissions criteria is as follows:

- 1. Baptised Catholic Looked After Children and previously Looked After Children.**
- 2. Baptised Catholic children who have a sibling in the school at the time of admission.**
- 3. Baptised Catholic children residing in the parish of St Paul's, Hyde whose Parent is a member of staff employed by the Governors for two or more years at the time at which the application for admission to the nursery is made.**
- 4. Baptised Catholic children residing in the parish of St Paul's, Hyde.**
- 5. Baptised Catholic children residing in other parishes.**
- 6. Non Catholic Looked After Children and previously Looked After Children.**

**7. Non Catholic children who have a sibling in the school at the time of admission**

**8. Other non Catholic children whose parents wish them to have a Catholic education.**

Places will be allocated to children who will be 4 years old between 1 September 2018 and 31 August 2019 in the first instance. For categories 1 to 5, a valid certificate of Catholic Baptism is required to establish the faith of a child. We also require proof of address to confirm residence of the parish of St Paul's. **This proof must be supplied to the school before the closing date.** Priority cannot be given to pupils within these categories without this supplementary evidence.

**Oversubscription in Categories 1 to 4**

As the school is established to serve the Catholic parish of St Paul's Hyde, the Governing Body would like to be able to offer a place to all baptised children whose parents reside within the boundaries of the parish wherever they reside. If in categories 1 to 4 of the admission criteria, there are more applications than places available, priority will be given to children based on age at baptism with the younger being offered places first.

**Tie-breaker for Categories 1 to 4**

In the event of the age of baptism being the same for two or more applications where this would be the last place/s to be allocated, the place will be allocated to the pupil that lives nearer to the school using distance as measured as a straight line using the local authority's school admissions data mapping software.

**Oversubscription in Categories 5 to 8**

If in categories 5 to 8 there are more applications than places available, priority will be given to pupils living nearest the school. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey, with those living nearer to the school having priority.

Where a child lives with parents with shared responsibility, each for part of a week, the child's 'permanent place of residence' will be determined as the address of the parents who normally has responsibility for the majority of school days in a week.

**Tie-breaker**

In the event of distances being the same for two or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

### Definition of siblings

Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### Proof of address

Proof of address must be provided prior to the closing date for applications.

**Parents are asked to provide TWO documents from the list below as proof of address:**

- **Mortgage statement\***
- **Tenancy Agreement or letter from landlord\***
- **Council Tax statement\***
- **Council Tax Benefit statement\***
- **TV licence\***
- **Home contents' insurance certificate\***
- **Buildings' insurance certificate\***
- **Recent utility bill (gas, electricity, water, land-line phone bill but not a mobile phone bill)\*\***
- **Letter from a solicitor confirming exchange of contracts on a residence\*\***  
(\* issued within last 12 months                      \*\* issued within last 3 months)

The Governing Body reserves the right to withdraw the offer of a nursery place where false evidence is received in relation to baptism, sibling connections or place of residence.

**The closing date for applications to St Paul's Nursery is 31<sup>st</sup> January 2018.**