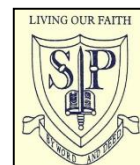




## ST PAUL'S CATHOLIC PRIMARY SCHOOL NURSERY ADMISSION POLICY 2023 - 2024



St Paul's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord Jesus Christ.

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 be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The governing body has set its admission number at 26 pupils to be admitted to the nursery in the school year which begins in September 2023.

### **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **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.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Paul. (see notes 3&8)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 8).
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 10).

<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year

## **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school. The address from which distance will be measured will be the permanent residential address, as at the closing date for applications, of the parent with whom the child is normally resident. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. 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 be drawn out.

## **Application Procedures and Timetable**

To apply for a place at this school, you must complete a Nursery Application Form available from the school office. The completed Application Form should be returned to the school business manager at St Paul's Catholic Primary School by 31<sup>st</sup> January 2023.

You will be advised of the outcome of your application week beginning 14<sup>th</sup> March 2023.

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31<sup>st</sup> January 2023.**

## **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting Miss Flynn, Headteacher at St Paul's Catholic Primary School, Turner Lane, Hyde, SK14 4AG.

<http://www.st-pauls-hyde.tameside.sch.uk/page/admissions/18690>

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

## **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

## ***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 section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making 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 arrangements order or

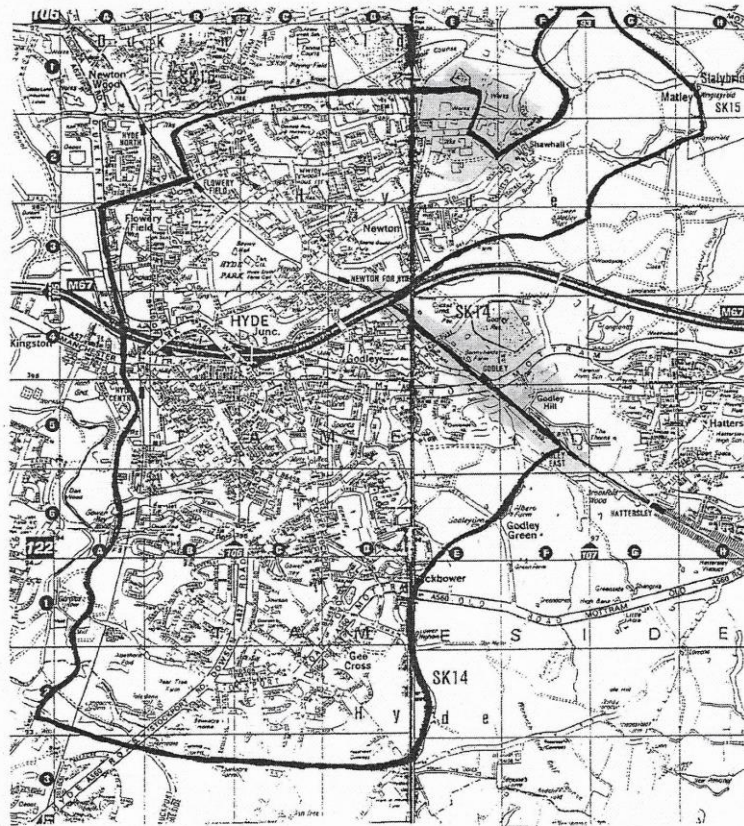
special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. '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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

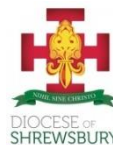
For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or 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.
6. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
7. This applies 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, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2023-2024.

Parish Boundary - St Paul's, Hyde



*Shrewsbury Diocese in Partnership with Tameside L.A.*



# St Paul's Catholic Primary School

# Nursery Admissions Form

*Please enclose copies of Birth Certificate and Baptismal Certificate*

**FORM MUST BE RETURNED by 31<sup>st</sup> JANUARY 2023 PRIOR TO YOUR CHILDS ADMISSION**

***Proof of Address may be required at a later date prior to offer of a place***

<b>Child's Name</b>		
<b>Date of Birth</b>		
<b>Address (including postcode)</b>		
<b>Siblings at St Paul's at time of child's entry</b>		
<b>Contact details</b>		Name: Relationship to child: Landline:                      Mobile: Email:
<b>Contact details</b>		Name: Relationship to child: Landline:                      Mobile: Email:
<b>Baptism</b>		Is your child a baptised catholic? Yes ..... No .....  Place of Baptism: Parish Priest: Any other information ..... ..... .....
Signed:.....		
Date:.....		
For office use only:	Date form received	
	Birth Certificate evidence	
	Baptismal evidence	

Headteacher: Miss M Flynn

Turner Lane

Hyde

SK14 4AG

Tel: 0161 368 2934

[admin@st-pauls-hyde.tameside.sch.uk](mailto:admin@st-pauls-hyde.tameside.sch.uk)