



NURSERY ADMISSIONS POLICY: 3-4 YEAR OLDS 2025 - 2026

Holy Family Catholic Primary School and Nursery was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic nursery, we aim to provide a Catholic education for all our pupils. At a Catholic nursery, Catholic doctrine and practice permeate every aspect of the nursery's activity. It is essential that the Catholic character of the nursery's education is fully supported by all families. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the nursery.

The Published Admission Number (PAN) for the nursery intake at Holy Family is 26 full time equivalent places. The Governing Body has sole responsibility for admissions to this nursery. For every nursery intake the Governing Body will agree the ratio of full and part-time spaces. Applications for children to start nursery in September 2025 are welcome from families whose child reaches his/her 3rd birthday between 1st September 2024 and 31st 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. Allocation for 30- and 15-hour spaces will be offered according to eligibility and allocated in accordance with our oversubscription criteria.

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 and previously looked after children (see notes 2&3).
2. Other looked after and previously looked after children (see note 2).
3. Catholic children who are resident in the parish(es) of Holy Family and St Augustine for whom Holy Family Catholic School is the nearest Catholic school. (see notes 3&8) who have a brother or sister (see note 5) attending Holy Family Catholic School at the time of admission.
4. Catholic children who are resident in the parish(es) of Holy Family and St Augustine for whom Holy Family Catholic School is the nearest Catholic school (see notes 3&8).
5. Other Catholic children (see note 3).
6. Any other children.

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

- (i) Children of Holy Family School staff.
- (ii) 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 (i) above (see note 5).

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings applying for a place in the same school year group, these siblings will also be admitted.

APPLICATIONS IN PREVIOUS YEARS

During the initial allocation process for our September 2024 intake, the governing body was able to offer places to all candidates whose applications were considered in criteria 1-10.

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 using the local authority's computerised measuring system, on the following basis; with those living closer to the school receiving the higher priority. 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.

FAIR ACCESS

The nursery 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 for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting/priority list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at the time of application then you may ask the school for the reasons, you will be offered the opportunity of being placed on a waiting list. Waiting lists are held open until 31st August. Whenever a place becomes available the Governing Body will make an offer to the candidate who most closely fulfils our criteria.

APPLICATION PROCEDURE 2025 - 2026

In order to make an application, you **must** complete the:

Nursery Application Form and include a copy of your child's birth certificate. If relevant also include a copy of their baptismal certificate.

The information on the application form and other supporting documents enables the Governing Body to assess your application fully against the nursery's criteria in the event of oversubscription. Please return the application (in person or by post) to the school (High Street, Langley, Berkshire, SL3 8NF) together with all other relevant paperwork required for your application. If you do not complete the application and return it by 15th January 2025, the Governing Body will be unable to consider your application fully and your child's offer may be compromised. Applications received after the closing date will be deemed late and therefore, dealt with after the initial allocation process has been completed.

The Admissions Secretary will write to you on behalf of the Governing Body with the outcome of your application on or prior to 1st March 2025.

NURSERY CHILDREN APPLYING FOR RECEPTION

Attendance at the Nursery **does not** guarantee a place in the Reception class. Parents of children attending Holy Family Nursery **must** make a new application for Reception.

WAITING LIST

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in the 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. Names will be removed from the list on 31st August 2026.

PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH AND CARE PLAN (EHCP)

The admission of pupils with a statement of Special Educational Needs and/or Disabilities (SEND) or Education Health and Care Plan (EHCP) is dealt with by a completely separate procedure, details of which are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEND or EHC plan you must contact your local authority SEND officer.

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 non-admission, you **must** inform the School. If misleading information is given or evident on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the Nursery.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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. Previously looked after children also includes those children who appear (to the Governing Body) to have been in state care outside of England and 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 living with a family where at least one of the parents is Catholic.
4. 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]. 'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the 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 a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into 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.
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 home address as the child who is the subject of the application.
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. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
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 September 2025.
9. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week. In the case of UK service personnel and crown servants returning to England, a place can be allocated in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date. The address at which the child will live will be applied as long as the parents provide evidence of their intended address. This address will also be used in the case of applying the over-subscription criteria and tie break. Further, a parent may request a Unit or quartering address is used as the child's home address when considering the application against the oversubscription criteria.
10. Children of staff concern only those members of staff who are employed directly by the Holy Family Catholic School Governing Body and have a permanent contract. They must have been in post continuously for two years prior to the date of application of their child and who will still be in post when their child joins the school.