



# *Our Lady of the Assumption Catholic Primary School*



## **Nursery Admissions Policy 2026-2027**

**Reviewed: September 2025**

**Signed** *R Aske* **Headteacher**

**To be reviewed: September 2026**

### **Safeguarding Statement:**

'Our Lady of the Assumption Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff, parents and volunteers to share this commitment.'

### **Our Vision**

**As a Catholic school that puts Christ at the centre, we are committed to encouraging everyone to 'Be the Best They Can Be'**

### **Values and Ethos**

**We believe that everyone is made in the image and likeness of God and we value the equality of all, reject discrimination of any kind, and welcome the diversity of different cultures.**

It is the policy of Coventry City Council to offer part-time places (15 hours) to children in the year prior to their entry to school i.e. the September following their third birthday, thus offering children one year of Nursery Education. The earliest age a child can start their nursery entitlement is the term following their third birthday.

Each Local Authority Nursery has an admission limit which is governed by the physical limitations of the space available and by funding to maintain the required minimum ratio of staff to children i.e 1:13. **The maximum number of morning Nursery places at Our Lady of the Assumption Catholic Primary School for the school year beginning in September 2026 is 26.**

**The school is also able to offer 30 hour provision, up to a maximum of 13 places. Places will be offered to children eligible for 30 hours of government funding in the first instance. In the eventuality that there are still spaces available, parents will be offered the option to pay for the additional hours.**

### **NURSERY SESSIONS**

Morning sessions: 8.45am – 11.45am

30 hours: 8.45am – 2.45pm

Parents who wish to keep their child in Nursery until the end of the normal school day will be offered the option of paying a fee to cover the 30 minutes from 2.45pm to 3.15pm.

### **ALLOCATION OF NURSERY PLACES**

Places for 30 hours funding will be allocated first, up to the maximum of 13, followed by places for 15 hours funding. If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the two parishes is available at the school.

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living within the Parishes of Our Lady of the Assumption and St Joseph the Worker who have a brother or sister (see Note 4 below) in the school at the time of admission
3. 3. Baptised Catholic children (see Note 2 below) living in the parishes of Our Lady of the Assumption Catholic and St Joseph the Worker
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Our Lady of the Assumption Catholic Primary School at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending Our Lady of the Assumption Catholic Primary School at the time of admission.
8. Non-Catholic children

## **OVER-SUBSCRIPTION**

If there is over-subscription within the category, the Governors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the centre of the applicant's home address to centre of the school site.

### **Note 1**

Children with a Statement of Special Educational Needs or and Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to applicants.

### **Note 2**

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest. Failure to provide evidence of Baptism/Reception may affect the criterion the child's name is placed in.

### **Note 3**

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 the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes 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.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

### **Note 4**

The definition of a brother or sister is:

- A brother or sister sharing the same parents;

- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

#### **HOW TO APPLY FOR A NURSERY PLACE:**

Application forms are available online via the following [link](#) or from the school office. The initial deadline for applications is **Friday 24<sup>th</sup> April 2026**. Parents will receive confirmation of a place by **Friday 8<sup>th</sup> May 2026**. Parents or carers may apply after the deadline when they will be offered a place or, if no places are available, be added to the waiting list.

#### **APPEALS**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the nursery may apply in writing to Chair of Governors.

#### **RECEPTION CLASS ADMISSION**

Parents may apply online at

[https://www.coventry.gov.uk/info/148/school\\_admissions/114/primary\\_school\\_admissions](https://www.coventry.gov.uk/info/148/school_admissions/114/primary_school_admissions).

Attendance at Our Lady of the Assumption Catholic Primary School's Nursery does not automatically guarantee that a place will be offered in the Reception class of Our Lady of the Assumption Catholic Primary School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.