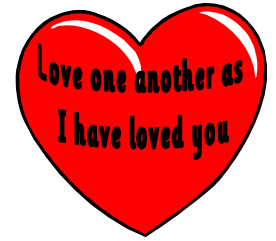




# *Our Lady of the Assumption Catholic Primary School*



## **Nursery Admissions Policy 2017/18**

**Approved by Governors: 7<sup>th</sup> December 2016 .**

It is the policy of Coventry City Council to offer part-time places 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 part time Nursery places at Our Lady of the Assumption Catholic Primary School for the school year beginning in September 2017 is 26.**

### **Nursery Sessions**

Each Nursery session is 3 hours. Morning sessions are from 8.45am – 11.45am. All planning and provision is in line with the Government's Early Years Foundation Stage guidance.

### **Allocation of Nursery Places**

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 who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order, child arrangements order or special guardianship order).
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 3 below) in the school at the time of admission
3. Baptised Catholic children living within the Parishes of Our Lady of the Assumption and St Joseph the Worker
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission
5. Other Baptised Catholic children
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order, child arrangements order or special guardianship order).
7. Non-Catholic children who have a brother or sister in the 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.

In a very small number of cases it may not be able to decide between the applications of those pupils who are qualifiers for the final place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the governing body will draw lots, overseen independently, to select the child to be offered the final place. Where appropriate, the governing body will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

### **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**

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 from the school office or can be downloaded from our school website [www.ourlady.coventry.sch.uk](http://www.ourlady.coventry.sch.uk) and can be found under 'Parents' / 'Letters and Forms' . Parents need to apply by Friday 28<sup>th</sup> April 2017. We will inform parents of the decision by Friday 19<sup>th</sup> May 2017. If Nursery places are still available after 19<sup>th</sup> May then parents may still apply.

## **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 for a place in our Reception class by applying online [www.coventry.gov.uk](http://www.coventry.gov.uk) or via a hard copy available the City Council.

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.

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