



St John Vianney Catholic School

Love one another as I have loved you



Nursery Admissions Policy

2027-28

“St John Vianney School is an academic community which is characterised by the Gospel Spirit of Peace, Justice and Love. All that we do and say in our school will be dominated by Jesus’ words “Love one another as I have loved you”. Our school rules are based on this statement and carried in “our hearts and our heads” and reflected in the life and work of our school”.

St John Vianney Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff and volunteers to share this commitment.

The Basis of Nursey Admissions policy to be agreed by Governors.

The Nursery Admission Policy of the Governors of Saint John Vianney Catholic Primary School,

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The education aims of St John Vianney Catholic Primary School Nursery is that every child deserves the best start in life and support to fulfil their God given potential. Empowering children to form secure relationships and develop caring friendships whilst encouraging independence at all ages to build confidence and self-reliance in preparation for school. The nursery delivers learning opportunities from the Early Years Foundation Stage framework (EYFS) to keep children safe, help them to thrive and lay a secure foundation for future learning.

Admission Limit

The School’s Admission Number for Nursery, for the school year beginning in September is 52 (26 morning places and 26 afternoon places- 26 children at any one time). This is the standard admission number for Nursery.

Primary School Admission

Allocation of a place at St John Vianney Catholic Primary School's Nursery **does not automatically guarantee that a place will be offered and does not convey preference or priority for admission to the Reception class of St John Vianney 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 of the school 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. A copy of the school Admission policy is available upon request and on the school website.

NURSERY EDUCATION ENTITLEMENT

Children are entitled to 15 hours (or 30 hours, restrictions apply) of free Nursery education through the Nursery Educational Entitlement. Where a child also attends a Private or Voluntary sector setting, parents should be aware that the child is not eligible for Nursery Education Funding in that setting if they take up their full entitlement in the school Nursery, however the 30-hour funding may be split between providers. It is expected that children will attend all five sessions Monday – Friday either all morning; all afternoon or all-day sessions.

Children are admitted to Nursery in September (main intake) following their third birthday (the year prior to their entry into Reception in school). Further intakes will take place at other times if places and resources are available to meet legislation and at the discretion of the governing body. we offer a staggered intake of children.

A copy of the original birth certificate or Passport and a copy of the original Baptism certificate (if applicable) must be seen before an application form is processed. If any information given on the application form is found to be false, any offered place will be withdrawn.

ALLOCATION OF NURSERY PLACES

The closing date for applications for September intake will be 15th January of the same year in line with reception school admissions. Offers of a place will be made by the school by 20th April in line with reception school admissions. 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 by 31st January. A map of the catchment area can be found at:

<https://www.birminghamdiocese.org.uk/boundary-map>

The Governing Body will notify parents of their decisions as laid down in the timetable supplied by the school.

PUBLISHED ADMISSION NUMBER (“PAN”)

The published admission number (“PAN”) for the Nursery is 52 part-time morning or afternoon places 26 at any one time. Parents should note that, once all applications for part-time nursery places have been processed, it may be possible to offer any remaining available places as “top-up” places to those with existing part-time places (effectively making that child’s place full-time) on payment of an additional daily fee. Further information can be obtained from the Nursery’s staff in this respect.

Where fewer applicants than the places available are received, offers will be made to all those who have applied.

OVERSUBSCRIPTION CRITERIA

If there is oversubscription within a category, the Governors will give priority to children living closest to the school determined by the shortest distance (see Note 4).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at;

<https://www.birminghamdiocese.org.uk/boundary-map>

Where more applications are received than there are places available, places will be allocated in the following order of priority;

1. Baptised Catholic children (see Note 1 below) who are looked after or previously looked after (See Note 2 below).
2. Baptised Catholic children (see Note 1 below) living in the parish of St John Vianney Catholic School who have a brother or sister (see Note 3 below) attending St John Vianney Catholic Primary School at the time of admission. (For the avoidance of doubt, this will not include a sibling who will have transferred to Year 7 at secondary school by the date of the applicant child's admission to the Nursery, or a sibling at the Nursery unless a place has been accepted for him or her to enter Reception Year at the School.)
3. Baptised Catholic children (see Note 1 below) living in the parish of St John Vianney Catholic Primary School.
4. Other Baptised Catholic children (see Note 1 below) who have a brother or sister (see Note 3 below) attending St John Vianney Catholic Primary School at the time of admission.
5. Other Baptised Catholic Children of Staff who have been employed permanently at the school at the time of application for the school place; or recruited to fill a vacant post for which there is a demonstrable skill shortage. (see note 5 below)
6. Other Baptised Catholic children (see note 1 below).
7. Non-Catholic children who are looked after or previously looked after (See Note 2 below).
8. Non-Catholic children who have a brother or sister (see Note 3 below) attending St John Vianney Catholic Primary School at the time of admission.
9. Non-Catholic children of a member of staff working for St John Vianney Catholic Primary School (See Note 5 below).

Note 1

In all categories, for a child to be considered as 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 or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child will need to submit a copy of the child's Baptismal Certificate. This should be returned directly to the school. If you do not provide a Baptismal Certificate by the closing date, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school Nursery.

Note 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 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 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 and includes those children who appear (to the Governors) 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 3

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

Note 4

Distances are calculated on the basis of a straight-line measurement from the centre of the child's home address to the centre of the school site.

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

For example, this may occur when children in the same nursery group live at the same address, or if the distance between the home and the 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 Published Admission Number for the child's Nursery group to be exceeded the Governing Body will select the child to be offered the place by drawing lots.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be a residential property that is the child's only or main permanent residence. Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents. Where documentary evidence can substantiate to the satisfaction of the Governing Body that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a place in the nursery is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Note 5 Staff

Under the oversubscription criteria the word staff will mean: All staff who have been permanently employed by the school for the purpose of working in the school as follows:

- * All full time teaching staff
- * All full time support staff – defined as those on 37 week and above contract
- * All part time teaching staff with a 45% and above timetable
- * All part time support staff who work at least 15 hours per week for 37 weeks or more

The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

SPECIAL EDUCATIONAL NEEDS and DISABILITY

If a Nursery child has special educational needs, the school SENDCO (Special Educational Needs and Disability Co-ordinator) should be made aware of the situation so that the individual needs of your child can be met effectively and so that we can work together to prepare and plan the Nursery provision for your child. A child will not be refused admission to our nursery because they have special educational needs or a disability.

WAITING LISTS

Waiting lists for admission will remain open until the end of September and will then be discarded. Parents may apply for their child's name to be reinstated. The waiting list will be kept in admission criteria order.

RIGHT OF APPEAL Nursery

There is no statutory right of appeal against a refusal of a place at the Nursery. However, parents may submit a complaint to the Governing Body under the School's Complaints Policy if they believe that the Governing Body did not deal with the application properly. There is no statutory right of appeal against a decision by the Governing Body of the School to refuse an Application for Admission outside Normal Age Group.

If you have any queries please do not hesitate to telephone the school

APPENDIX

DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

