



Admissions Policy 22/23 academic year for the Nursery Class

St Agnes' Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admissions Number (PAN) for the nursery class at St Agnes is 26. The Governing Body has sole responsibility for admissions to this school and intends to admit 26 children to the Nursery in the school year that begins in September 2022. **The decision to offer full time or part time places will be the responsibility of the Governing Body.**

Admission to this school will be co-ordinated by the local authority so that each family receives only one offer per child. This means that you will have to complete two forms: the school's Supplementary Information Form and the local authority's online form for nursery. To make an application for September 2022 please visit the Tower Hamlets website at www.eadmissions.org.uk

The online form must be completed by Tuesday 16th February 2022 and the Supplementary Information Form must be returned to the school by the same date.

This Priority will be given, within each criterion, to children of full time permanent teachers, where the staff member has been employed at the school for at least two years at the time of application.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

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' children and Catholic children with a Certificate of Catholic Practice who have been adopted (or made subject to child arrangement orders) immediately following having been looked after." Catholic children adopted having previously been in overseas state care (IAPLAC)
2. Baptised Catholic children with a Certificate of Catholic Practice, who have a sibling at the school at the time of admission
3. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the Parish of Our Lady and St. Catherine of Siena
4. Other baptised Catholic children with a Certificate of Catholic Practice
5. Other baptised Catholic children.
6. Other 'looked after' children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after." IAPLAC children.
7. Catechumens and members of an *eastern Christian Church not in full communion with the Church of Rome.*'

8. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership.
9. Children of other faiths whose application is supported by a letter from their Religious Leader confirming membership.
10. Any other children.

In all of the above criteria first priority (after those with exceptional need) will be given to children who will have a brother or sister attending a Reception, Infant or Junior class in St Agnes School within each category.

EXCEPTIONAL NEED

The Governing Body will give top priority, to an application where **compelling** evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other **need of the child** which can only be met at this school within each criterion.

MULTIPLE APPLICATIONS

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

Applicants should be aware that Nursery education is a non-statutory service and that accordingly a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception, Infant or Junior Class. Applicants will also have to make a fresh application to St Agnes School's Reception – resubmitting all documents.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by Tower Hamlets Children's Services.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2, 3 and 4 must submit a certificate of Catholic Practice (CCP) by the closing date. This Certificate is available from the priest at the parish where the family normally worships. It is the parent's duty to ensure that the CCP is submitted to Ms Ann Shields in the school office within the deadline by post or via info@st-agnes.towerhamlets.sch.uk.

IN-YEAR ADMISSION

In-Year Admissions are made in the same way as for the main admissions round. Parents must complete the school's SIF as well as an online application form from the LA. If a place is available and there is no waiting 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, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children. If a place cannot be offered at this time then you may ask us for the reasons. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria as modified above and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available, the Governing Body will re-rank the list so that an offer can be made.

FAIR ACCESS

The school 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 protocol that has been agreed by both the Diocese and the governing body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

APPLICATION PROCEDURE 2022-23

To apply for a place at St Agnes Catholic Primary School, you need to complete and return at least **two separate forms** in order to make a full application. You need to complete the school's **Supplementary Information Form (available from the school website)** and the **Certificate of Catholic Practice** if

applicable (from your priest or the diocesan website) and return all To Ms Ann Shields at the school office by **16th February 2022**.

If you do not complete all forms described above and return them by **16th February 2022**, the Governing Body will be unable to consider your application fully and if oversubscribed, it is unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed. Without a SIF your child will be considered under criterion 10.

The local authority, on behalf of the Governing Body will send out a letter with the outcome of your application on or about the **6th May 2022**. This offer will be for a part-time place only. Once you have been offered a part-time place, you may request a full time place from your nursery. If you have not been offered a place at your chosen nursery, you will be sent a list of nurseries that still have places remaining and given the opportunity to visit and apply to one of these nurseries. Your child will also be placed on the waiting list for your preferred nursery. You must accept or decline the offer of a place by 20th May 2022 so that nursery places can then be reallocated. If you do not reply by 20th May 2022, the offer will be withdrawn.

PART-TIME AND FULL-TIME FUNDING

All parents are entitled to 15 hours per week (i.e. a part-time place, of free early years education for 38 weeks each year **from the start of the school term after their child's third birthday** until the child reaches compulsory school age i.e. the term after their fifth birthday.

An additional free 15 hours per week i.e. a full-time place, will only be available for families where both parents are working (or the sole parent is working) and is subject to availability. Typically, each parent must earn at least the national minimum or living wage for 16 hours a week and less than £100,000 a year to be eligible. Parents not eligible for the additional free hours may still access a full time place by paying a top-up fee. This fee is set by the nursery. Please contact us for further information.

WAITING LIST

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in 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 are removed from the list after one year, unless applicants request to remain on the list.

PUPILS WITH AN EDUCATION, HEALTH and CARE PLAN (EHC)

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC Plan you must contact your local authority SEN officer. Children with the school named in their EHC Plan will be admitted.

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 refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

NOTES: (these notes form part of the oversubscription criteria)

Adopted. An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s 46 (adoption orders)

“Looked after’ child’ has the same meaning as in Section 22 of the Children Act 1989 and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

‘Child Arrangement Order’ A Child Arrangements order is an order under the terms of the Children Act 1989 s 8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

“Special Guardianship Order” A special guardianship order is an order under the terms of the Children Act 1989 s 14A appointing one or more individuals to be a child’s special guardian(s). Children ‘looked after’ immediately before the order is made qualify in this category.

'Parent' means the adult or adults with legal responsibility for the child.

'Sibling' means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

'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 baptized 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 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 laws of the Church.

Certificate of Catholic Practice means a certificate given by the family's parish priest (or the priest in charge of the church where the family practices) 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. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>

'Catechumen' means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of the Catechumens.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

Children of other Christian denominations,* means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Savior according to the Scriptures and in obedience to God's will and in the power of the Holy Spirit commit themselves to seek a deepening of their communion with Christ and with one another in the Church, which is his body and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

"Children of other faiths," means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God

Case Law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

'Resident' – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

'Parish Boundaries' – for the purposes of this Policy, parish boundaries are shown on the attached map.

'Distance from the school'. we use the Local Authority's measurement system as follows:-

The measurement from home to school is measured by the Local Authority and is determined using a computerized mapping system (GIS) in conjunction with a route finder, Ordnance Survey maps and Post Office address data. The distance is measured from the centre point of the address to the centre point of the nearest available entrance in constant use, measuring along the centre line of the shortest approved route. The system will take account of local footpaths and public walkways with regard to the safety of the route. It does not take

account of the location of pedestrian crossing points. Distances measured by other means, i.e. private car, pedometer or internet websites are likely to result in different calculations that should not be relied upon as evidence that the Authority's distance calculation is incorrect. The Local Authority's measurement system is designed to be reliable and accurate.