



Nursery Admissions Policy 2019 - 2020



St Gerard's Catholic Primary School

"Guided by God, St Gerard's Catholic Primary and Nursery School is an inspiring and aspirational community where we learn to love, hope, dream and achieve."



“St Gerard’s Catholic Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.

NURSERY ADMISSION POLICY

St. Gerard's is a Catholic Primary and maintained Nursery School situated in the Archdiocese of Liverpool and is maintained by Halton Local Authority. The Governing Body is responsible for determining and administering the policy relating to the admission of children to the nursery. It is guided in that responsibility by:

- the requirements of the law
- the advice of the Archdiocesan Trustees on the nature and purpose of its duties
- its duty towards the school and the Catholic community it serves
- the Catholic character of the school and its Mission Statement
- recognition of the Parish boundary

The nursery serves in the first instance baptised Catholic children living in the Former Parish of St Marie's now a part of the Parish of St. Wilfrid's.

The admission number for the nursery is 52, ie 26 places in the morning and 26 places in the afternoon. For full time places the admission number is 26. This will change in accordance with the number of parents / carers who request either 30 hours or wrap around care provision.

Parents must complete a Nursery application form which they can obtain from the School office. If the application to the nursery is to be considered against the priority faith criteria, parents are requested to complete the supplementary form. It is essential that you indicate your religion clearly on this form. If the nursery is oversubscribed, failure to complete the supplementary form may result in the application for a place being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community (if there is any falsification the child will lose their place).

Applications will be considered when there are available places. Children are invited to start nursery as soon as they turn 3 years old. Parents will be informed about starting dates and visits to the Nursery from the School when the child has turned three years old.

The school will inform you by letter of the outcome of your application:

- where a place can be offered, the letter will give a start date
- Where a place cannot be offered, names may be kept on a waiting list in line with the above criteria and if places become available will be offered from the waiting list.

There is no right of appeal. Parents/carers may wish to consider other school nursery classes in the area with a place available.

Please note that any offer of a nursery place is subject to parents/carers providing proof documents of information given on the form in particular their birth certificate.

Admissions Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria

1. Baptised Catholic children who are in the care of the Local Authority (children looked after), including who were previously looked after*.
2. Baptised Catholic children living in the former designated Parish of St. Marie's now known as St Wilfrid's.
3. 3. Baptised Catholic children who have a brother or a sister at the nursery at the time of likely admission.
4. Baptised Catholic children living in other Catholic parishes.
5. Children who are in the care of the Local Authority who are other than Catholic, including who were previously looked after*.
6. Children who are other than Catholic who have a brother or a sister at the Nursery/Primary School at the time of likely admission
7. Children from other Christian denominations.
8. Children of other faiths.
9. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children based upon random allocation.

Places offered are subject to parents/carers providing proof of information stated on their application form and used during the allocation of places. The nursery may request, for example, evidence of baptism, date of birth and home address. Failure to provide proof documents requested may result in the place being withdrawn.

Evidence that a child is looked after, or previously looked after, must be provided at the point of application. If this evidence cannot be provided, the offer of a place may be withdrawn. A Looked After Child is a child who is in the care of a Local Authority, or being provided with accommodation by a Local Authority (under Section 22 of the Children Act 1989). A previously Looked After Child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order. (As re-defined in the revised Schools Admissions Code 2012 – looked after at the time of application and expected time of admission or who were looked

after and ceased to be so because they immediately became adopted or subject to residence orders or special guardianship orders.)

For the child to be considered as a Baptised Catholic, parents/carers should provide proof of Baptism in the form of a Baptismal Certificate.

“Brother or sister” includes half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Parent/carers who wish to be considered under criterion 7 or 8 should provide proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Faith Leader.

Home address is considered to be the address where the child normally lives during the school week. The address which receives child benefit will normally be used if the child's time is split between two homes, but the Authority reserves the right to request other proofs as fit the individual circumstances. Parents/carers should not state a child minder's or other relative's address.